

SUPREME COURT OF QUEENSLAND

REGISTRY: Brisbane
NUMBER: 3508 of 2015

IN THE MATTER OF LM INVESTMENT MANAGEMENT LIMITED (IN LIQUIDATION) (RECEIVERS APPOINTED) ACN 077 208 461

First Applicants: **JOHN RICHARD PARK AND GINETTE DAWN MULLER AS LIQUIDATORS OF LM INVESTMENT MANAGEMENT LIMITED (IN LIQUIDATION) (RECEIVERS APPOINTED) ACN 077 208 461 THE RESPONSIBLE ENTITY OF THE LM FIRST MORTGAGE INCOME FUND ARSN 089 343 288**

AND

Second Applicant: **LM INVESTMENT MANAGEMENT LIMITED (IN LIQUIDATION)(RECEIVERS APPOINTED) ACN 077 208 461 THE RESPONSIBLE ENTITY OF THE LM FIRST MORTGAGE INCOME FUND ARSN 089 343 288**

AND

Respondent: **DAVID WHYTE AS THE PERSON APPOINTED TO SUPERVISE THE WINDING UP OF THE LM FIRST MORTGAGE INCOME FUND ARSN 089 343 288 PURSUANT TO SECTION 601NF OF THE CORPORATIONS ACT 2001**

CERTIFICATE OF EXHIBIT

VOLUME 4 OF 4

Pages 829 to 1102

SWORN by **JOHN RICHARD PARK** on 28 January, 2016 in the presence of:



Deponent



Solicitor/~~Barrister~~/Justice of the Peace

STEPHANIE WILLIAMSON
SOLICITOR

AFFIDAVIT OF JOHN RICHARD PARK Filed on behalf of the Applicants Form 46 Rule 431	Russells Level 18 300 Queen Street BRISBANE 4000 Phone: 07 3004 8888 Fax: 07 3004 8899
	SCPR_20141565_026.doc

SUPREME COURT OF QUEENSLAND

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AND

Second Applicant: **LM INVESTMENT MANAGEMENT LIMITED (IN LIQUIDATION)(RECEIVERS APPOINTED) ACN 077 208 461 THE RESPONSIBLE ENTITY OF THE LM FIRST MORTGAGE INCOME FUND ARSN 089 343 288**

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Filed on behalf of the Applicants
Form 46 Rule 431

Russells
Level 18
300 Queen Street
BRISBANE 4000
Phone: 07 3004 8888
Fax: 07 3004 8899

SCPR_20141565_026.doc

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LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 30 June 2013

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv1.2

Reference: Category 2 Remuneration and out of pocket expenses 19 March 2013 to 30 June 2013

Date	Description	Amount \$
30/06/13	FMIF allocation of LMIM Administrators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Administrators and their staff for general responsible entity work for the period 19 March 2013 to 30 June 2013. Work (as allocated) undertaken to administer, care for, and preserve LM FMIF assets. Allocation of time based on Funds under Management. Includes remuneration incurred and billed to LMIM by LM Administration Pty Ltd (Administrators Appointed) ("LMA") for work undertaken in relation to the ongoing management and trading of LMA as service entity to LMIM in order for the service entity to continue to provide resources to enable LMIM to administer, care for, and preserve the LM FMIF.	656,166.86
	Total Invoice	656,166.86

Sale Amount:	656,166.86
GST:	65,616.69
Total Inc GST:	721,783.55
Total Paid:	0.00
Balance Due:	721,783.55

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv1.2

LJM Investment Management Ltd (Administrators Appointed): Calculation of Category 2 Remuneration 19 March 2013 to 30 June 2013

Employee	Position	Total		Total (incl GST)	Assets \$	Creditors \$	Task Area		Trade On \$	Administration \$
		Rate/hour	actual hours				Employees \$	Investigations \$		
Ginette Muller	Senior Managing Director	575.00	71.30	40,987.50	0.00	1,437.50	0.00	0.00	1,840.00	37,720.00
Ian Francis	Senior Managing Director	575.00	0.60	345.00	0.00	345.00	0.00	0.00	0.00	0.00
Joanne Dunn	Senior Managing Director	575.00	63.80	36,685.00	0.00	0.00	0.00	0.00	15,007.50	21,677.50
John Park	Senior Managing Director	575.00	44.90	25,817.50	0.00	0.00	0.00	0.00	57.50	25,760.00
Kelly-Anne Tranfield	Senior Managing Director	575.00	27.10	15,582.50	57.50	1,150.00	57.50	0.00	6,440.00	7,877.50
Lachlan McIntosh	Senior Managing Director	575.00	4.00	2,300.00	0.00	0.00	0.00	0.00	0.00	2,300.00
Anthony Quach	Senior Managing Director	566.67	21.00	11,900.07	0.00	0.00	0.00	0.00	0.00	11,900.07
Damian Bender	Senior Managing Director	550.00	21.10	11,605.00	550.00	650.00	0.00	715.00	5,775.00	3,905.00
Sally McBryde	Managing Director	550.00	75.00	41,250.00	0.00	0.00	0.00	0.00	34,045.00	4,840.00
Andrew Weatherley	Director 2	545.00	3.70	2,016.50	109.00	109.00	272.50	0.00	163.50	1,362.50
Brendan Nixon	Director 2	545.00	13.60	7,412.00	0.00	0.00	7,412.00	0.00	0.00	0.00
Glenn O'Kearney	Director 2	545.00	114.30	62,293.50	0.00	0.00	0.00	272.50	56,407.50	5,613.50
Oliver Schweizer	Director 2	545.00	14.10	7,684.50	0.00	0.00	0.00	0.00	0.00	7,684.50
Justin Clark	Managing Director	500.00	115.90	57,950.00	0.00	0.00	0.00	0.00	0.00	57,950.00
Christine Alterator	Director 1	485.00	44.90	21,776.50	145.50	0.00	0.00	1,600.50	776.00	19,254.50
Clare Birnie	Director 1	485.00	5.30	2,570.50	0.00	0.00	0.00	0.00	0.00	2,570.50
Lisa Cherty	Director 1	485.00	8.30	4,026.50	2,716.00	0.00	0.00	242.50	97.00	970.00
Matthew Glemon	Director 1	485.00	75.20	36,472.00	0.00	0.00	0.00	0.00	0.00	31,870.50
Ryan Zörgreger	Director 1	485.00	58.80	28,618.00	1,261.00	0.00	0.00	0.00	11,349.00	14,501.50
Benedict Pasco	Managing Director	486.67	108.50	50,633.33	0.00	0.00	0.00	0.00	0.00	50,633.33
Andrew Stokes	Manager 2	400.00	64.70	25,880.00	0.00	0.00	0.00	0.00	0.00	25,880.00
Renee Lobb	Director	395.00	248.20	97,249.00	908.50	4,463.50	0.00	12,403.00	66,320.50	13,159.50
Andrea Antonino-Balce	Director	380.85	55.50	21,142.73	0.00	0.00	0.00	0.00	0.00	21,142.73
Patrick Ma	Director	366.00	11.30	3,955.00	0.00	0.00	0.00	0.00	0.00	3,955.00
Aline Teixeira	Manager 1	345.00	1.90	655.50	0.00	0.00	0.00	0.00	0.00	655.50
Eloa Zuardi	Senior Accountant 2	325.00	38.00	12,350.00	0.00	0.00	0.00	0.00	6,630.00	5,102.50
Mohamed Almulia	Senior Accountant 2	325.00	0.40	130.00	0.00	0.00	0.00	0.00	130.00	0.00
Stuart Clancy	Senior Accountant 2	325.00	0.80	195.00	0.00	0.00	0.00	0.00	0.00	195.00
Daniel Billings	Senior Consultant	300.00	66.32	19,895.86	0.00	0.00	0.00	0.00	0.00	19,895.86
Henane Alboumerri	Senior Accountant 1	285.00	0.20	57.00	0.00	0.00	0.00	0.00	57.00	0.00
Jessica Jedyniak	Senior Accountant 1	285.00	9.50	2,707.50	0.00	0.00	0.00	0.00	0.00	2,707.50
Benjamin Robson	Accountant	235.00	36.20	8,977.00	0.00	0.00	587.50	0.00	8,389.50	0.00
Verous	Administration	130.00	65.50	8,615.00	0.00	28.00	0.00	0.00	2,743.00	5,748.00
Total			1,489.72	669,544.49	5,747.50	9,050.00	16,856.00	15,233.50	216,298.00	406,429.49
GST				66,968.45						
Total (including GST)				736,512.94						

LM Investment Management Ltd (Administrators Appointed): Calculation of Category 2 Remuneration 19 March 2013 to 30 June 2013

Allocation of Cost by % FUM

Fund Name	FUM 31 March 13	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$603,702.53	0.08%	\$309.77
LM First Mortgage Income Fund	\$279,428,966.81	37.89%	\$143,379.80
LM Australian Structured Products Fund	\$11,665,115.10	1.58%	\$5,985.57
LM Managed Performance Fund	\$402,011,070.81	54.52%	\$206,278.78
LM Australian Income Fund	\$43,690,889.31	5.92%	\$22,418.54
Grand Total	\$737,399,744.56	100%	\$378,372.46

13 April 2013 to 30 June 2013

Fund Name	FUM EOM June 2013	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$603,702.53	0.18%	\$523.57
LM First Mortgage Income Fund	\$276,077,527.32	82.23%	\$239,432.42
LM Australian Structured Products Fund	\$11,246,960.84	3.35%	\$9,754.10
LM Australian Income Fund	\$47,807,687.06	14.24%	\$41,461.94
Grand Total	\$335,735,877.75	100%	\$291,172.03

TOTAL

\$669,544.49

LM Administration Pty Ltd (Administrators Appointed): Calculation of Remuneration 19 March 2013 to 30 June 2013 billed to LM Investment Management Ltd by LMA as service entity

Employee	Position	Rate/hour excl GST \$	Total actual hours	Total (incl GST) \$	Task Area				
					Assets \$	Creditors \$	Employees \$	Trade On \$	Administration \$
Ginette Muller	Senior Managing Director	575.00	13.00	7,475.00	0.00	0.00	0.00	5,750.00	1,725.00
John Park	Senior Managing Director	575.00	0.20	115.00	0.00	0.00	0.00	115.00	0.00
Kelly-Anne Trenfield	Senior Managing Director	575.00	38.50	22,137.50	0.00	57.50	287.50	21,735.00	57.50
Damian Bender	Senior Managing Director	550.00	8.50	4,675.00	0.00	0.00	385.00	4,290.00	0.00
Sally McBryde	Managing Director	550.00	325.60	179,080.00	0.00	0.00	123,585.00	55,385.00	110.00
Andrew Weatherley	Director 2	545.00	2.80	1,526.00	0.00	0.00	272.50	1,253.50	0.00
Glenn O'Kearney	Director 2	545.00	85.60	46,652.00	0.00	0.00	109.00	46,543.00	0.00
Christine Alterator	Director 1	485.00	19.70	9,554.50	0.00	0.00	2,570.50	4,947.00	2,037.00
James Court	Director 1	485.00	0.20	97.00	0.00	0.00	0.00	97.00	0.00
Lisa Cherry	Director 1	485.00	1.90	921.50	0.00	0.00	0.00	921.50	0.00
Matthew Glennon	Director 1	485.00	0.80	388.00	0.00	0.00	242.50	0.00	145.50
Ryan Zorgrager	Director 1	485.00	1.30	630.50	0.00	0.00	630.50	0.00	0.00
Natasha Jonga	Manager 1	345.00	0.40	138.00	0.00	0.00	0.00	0.00	138.00
Eloa Zuardi	Senior Accountant 2	325.00	274.10	89,082.50	0.00	1,202.50	22,230.00	41,405.00	24,245.00
Benjamin Robson	Accountant	235.00	130.90	30,761.50	94.00	564.00	5,146.50	24,745.50	211.50
Lisa Ringnet	Accountant	235.00	0.30	70.50	0.00	0.00	0.00	0.00	70.50
Various	Administration	130.00	81.30	10,569.00	0.00	0.00	624.00	5,278.00	4,667.00
Total			985.10	403,873.50	94.00	1,824.00	156,063.00	212,465.50	33,407.00
GST				40,387.35					
Total (including GST)				444,260.85					

LM Administration Pty Ltd (Administrators Appointed): Calculation of Remuneration 19 March 2013 to 30 June 2013 billed to LM Investment Management Ltd by LMA as service entity
Allocation of Cost by % FUM

19 March 2013 to 12 April 2013

Fund Name	FUM 31 March 13	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$603,702.53	0.08%	\$108.49
LM First Mortgage Income Fund	\$279,428,966.81	37.89%	\$50,215.00
LM Australian Structured Products Fund	\$11,665,115.10	1.58%	\$2,096.29
LM Managed Performance Fund	\$402,011,070.81	54.52%	\$72,243.72
LM Australian Income Fund	\$43,690,889.31	5.92%	\$7,851.51
Grand Total	\$737,999,744.56	100%	\$132,515.00

13 April 2013 to 30 June 2013

Fund Name	FUM EOM June 2013	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$603,702.53	0.18%	\$487.94
LM First Mortgage Income Fund	\$276,077,527.32	82.23%	\$223,139.64
LM Australian Structured Products Fund	\$11,246,960.84	3.35%	\$9,090.36
LM Australian Income Fund	\$47,807,687.06	14.24%	\$38,640.56
Grand Total	\$335,735,877.75	100%	\$271,358.50

TOTAL

\$403,873.50

LM Administration Pty Ltd (Administrators Appointed) ("LMA")

Tax Invoice

ABN 62 558 147 220

COPY

Date: 30 June 2013

To: LM Investment Management Limited (Administrators Appointed) ("LMIM") as
responsible entity
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8973Inv007

Reference: LMA - Resources Fee 19 March 2013 to 30 June 2013

Date	Description	Amount \$
30/06/13	Additional Resources Fee component calculated pursuant to clause of 4.2 (b) of Services Agreement as follows: Administrators remuneration incurred for work undertaken in relation to the ongoing management and trading of LMA as service entity to LMIM in order for the service entity to continue to provide resources to enable LMIM to administer, care for, and preserve the funds of which it acts as responsible entity.	403,873.50
	Total Invoice	403,873.50

Sale Amount: 403,873.50
GST: 40,387.35

Total Inc GST: 444,260.85
Total Paid: 0.00

Balance Due: 444,260.85

Please pay to following account:

Account Name: LM Administration Pty Ltd (Administrators Appointed)
BSB: 064 000
Account Number: 13405835
Payment Reference: 8973Inv007

LM Administration Pty Ltd (Administrators Appointed) ("LMA")

Tax Invoice

ABN 62 558 147 220

COPY

Date: 26 July 2013

To: LM Investment Management Limited (Administrators Appointed) ("LMIM") as
responsible entity
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8973Inv009

Reference: LMA - Resources Fee 1 July 2013 to 26 July 2013

Date	Description	Amount \$
26/07/13	Additional Resources Fee component calculated pursuant to clause of 4.2 (b) of Services Agreement as follows: Administrators remuneration incurred for work undertaken in relation to the ongoing management and trading of LMA as service entity to LMIM in order for the service entity to continue to provide resources to enable LMIM to administer, care for, and preserve the funds of which it acts as responsible entity.	69,839.00
	Total Invoice	69,839.00

Sale Amount: 69,839.00
GST: 6,983.90

Total Inc GST: 76,822.90
Total Paid: 0.00

Balance Due: 76,822.90

Please pay to following account:

Account Name: LM Administration Pty Ltd (Administrators Appointed)
BSB: 064 000
Account Number: 13405835
Payment Reference: 8973Inv009

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 31 July 2013

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv2.2

Reference: Category 2 Remuneration and out of pocket expenses 1 July 2013 to 31 July 2013

Date	Description	Amount \$
31/07/13	FMIF allocation of LMIM Administrators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Administrators and their staff for general responsible entity work for the period 1 July 2013 to 31 July 2013. Work (as allocated) undertaken to administer, care for, and preserve LM FMIF assets. Allocation of time based on Funds under Management. Includes remuneration incurred and billed to LMIM by LM Administration Pty Ltd (Administrators Appointed) ("LMA") for work undertaken in relation to the ongoing management and trading of LMA as service entity to LMIM in order for the service entity to continue to provide resources to enable LMIM to administer, care for, and preserve the LM FMIF.	129,148.82
	Total Invoice	129,148.82

Sale Amount:	129,148.82
GST:	12,914.88
Total Inc GST:	142,063.70
Total Paid:	0.00
Balance Due:	142,063.70

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv2.2

LM Investment Management Ltd (Administrators Appointed) Calculation of Category 2 Remuneration 1 July 2013 to 31 July 2013

Employee	Position	Total		Assets	Creditors	Employees	Investigation	Trades On	Administration
		Rate/hour	actual hours						
		excl GST	(incl GST)	\$	\$	\$	\$	\$	\$
Ginette Muller	Senior Managing Director	590.00	8.10	4,779.00	0.00	0.00	0.00	2,665.00	2,124.00
Joanne Dunn	Senior Managing Director	590.00	0.20	118.00	0.00	0.00	0.00	0.00	118.00
John Park	Senior Managing Director	590.00	7.00	4,130.00	0.00	0.00	0.00	0.00	4,130.00
Kelly-Anne Trenfield	Senior Managing Director	590.00	8.50	5,015.00	118.00	0.00	0.00	1,239.00	3,658.00
Damian Bender	Managing Director	550.00	0.80	440.00	0.00	0.00	0.00	0.00	440.00
Sally McBryde	Managing Director	550.00	30.00	16,500.00	275.00	770.00	0.00	8,635.00	6,765.00
Andrew Weatherley	Director 2	545.00	2.00	1,090.00	163.50	0.00	490.50	0.00	436.00
Christine Alterator	Director 2	545.00	2.80	1,526.00	0.00	0.00	0.00	54.50	1,471.50
Glenn O'Kearney	Director 2	545.00	19.40	10,573.00	0.00	0.00	0.00	10,573.00	0.00
Ryan Zogdreger	Managing Director	500.00	7.20	3,924.00	2,289.00	0.00	0.00	0.00	1,635.00
Justin Clark	Director 1	485.00	10.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Renee Lobb	Director	400.00	19.10	9,263.50	1,697.50	0.00	727.50	1,649.00	5,189.50
Andrew Stokes	Director	395.00	27.00	10,800.00	0.00	0.00	0.00	0.00	10,800.00
Aline Teixeira	Director	345.00	0.40	158.00	0.00	0.00	0.00	158.00	0.00
Eloa Zuardi	Manager 1	235.00	32.50	11,212.50	759.00	276.00	0.00	7,176.00	3,001.50
Benjamin Robson	Accountant 1	130.00	5.30	1,245.50	0.00	0.00	0.00	0.00	1,245.50
Various	Administration	130.00	12.20	1,586.00	0.00	0.00	0.00	156.00	1,430.00
Total			192.50	87,990.50	3,013.00	1,046.00	1,218.00	32,295.50	47,444.00
GST				8,736.05					
Total (including GST)				96,026.55					

LM Investment Management Ltd (Administrators Appointed) Calculation of Category 2 Remuneration 1 July 2013 to 31 July 2013

Allocation of Cost by % FUM

Fund Name	FUM EOM July 2013	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$503,702.53	0.15%	\$130.05
LM First Mortgage Income Fund	\$277,979,504.81	82.16%	\$71,771.89
LM Australian Structured Products Fund	\$11,068,737.61	3.27%	\$2,857.85
LM Australian Income Fund	\$48,803,742.67	14.42%	\$12,600.70
Grand Total	\$737,399,744.56	100%	\$87,360.50

LM Administration Pty Ltd (Administrators Appointed): Calculation of Remuneration 1 July 2013 to 26 July 2013 billed to LM Investment Management Ltd by LMA as service entity

Employee	Position	Rate/hour		Total actual hours	Total		Employees	Creditors	Trade On	Administration
		\$	excl GST		\$	(excl GST)				
Kelly-Anne Trenfield	Senior Managing Director	590.00		5.40	3,186.00	0.00	0.00		3,186.00	0.00
Sally McBryde	Managing Director	550.00		33.60	18,480.00	0.00	12,155.00		6,325.00	0.00
Andrew Weatherley	Director 2	545.00		0.50	272.50	0.00	0.00		272.50	0.00
Christine Alterator	Director 2	545.00		5.30	2,888.50	0.00	272.50		2,616.00	0.00
Glenn O'Kearney	Director 2	545.00		16.30	8,883.50	0.00	0.00		8,883.50	0.00
Renee Lobb	Director 1	485.00		0.30	145.50	0.00	48.50		97.00	0.00
Eloa Zuardi	Manager 1	345.00		74.30	25,633.50	0.00	5,313.00		11,971.50	8,349.00
Stuart Clancy	Manager 1	345.00		0.90	310.50	0.00	0.00		310.50	0.00
Benjamin Robson	Accountant	235.00		23.80	5,593.00	164.50	470.00		4,935.00	23.50
Various	Administration	130.00		34.20	4,446.00	0.00	0.00		1,859.00	2,587.00
Total				194.60	69,839.00	284.50	28,259.00		40,456.00	10,959.50
GST					6,983.90					
Total (Including GST)					76,822.90					

LM Administration Pty Ltd (Administrators Appointed): Calculation of Remuneration 1 July 2013 to 26 July 2013 billed to LM Investment Management Ltd by LMA as service entity
Allocation of Cost by % FUM

Fund Name	FUM EOM July 2013	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$503,702.53	0.15%	\$103.97
LM First Mortgage Income Fund	\$277,979,504.81	82.16%	\$57,376.93
LM Australian Structured Products Fund	\$11,068,737.61	3.27%	\$2,284.67
LM Australian Income Fund	\$49,803,742.67	14.42%	\$10,073.44
Grand Total	\$737,399,744.56	100%	\$69,839.00

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 31 August 2013

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv3.2

Reference: Category 2 Remuneration and out of pocket expenses 1 August 2013 to 31 August 2013

Date	Description	Amount \$
31/08/13	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 August 2013 to 31 August 2013. Work (as allocated) undertaken to administer, care for, and preserve LM FMIF assets. Allocation of time based on Funds under Management.	98,022.91
	Total Invoice	98,022.91

Sale Amount: 98,022.91
GST: 9,802.29

Total Inc GST: 107,825.20
Total Paid: 0.00

Balance Due: 107,825.20

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv3.2

LMI Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 August 2013 to 31 August 2013

Employee	Position	Rate/hour excl GST \$	Total actual hours	Total (excl GST) \$	Assets \$	Creditors \$	Employees \$	Trade On \$	Administration \$
Ginette Muller	Senior Managing Director	590.00	3.50	2,065.00	0.00	0.00	0.00	0.00	2,065.00
John Park	Senior Managing Director	590.00	0.20	118.00	0.00	0.00	0.00	0.00	118.00
Kelly-Anne Trenfield	Senior Managing Director	590.00	12.20	7,198.00	0.00	413.00	0.00	1,534.00	5,251.00
Damian Bender	Managing Director	550.00	6.00	3,300.00	0.00	0.00	0.00	0.00	3,300.00
John Corbett	Managing Director	550.00	4.00	2,200.00	0.00	0.00	0.00	0.00	2,200.00
Sally McBryde	Managing Director	550.00	36.50	20,075.00	0.00	0.00	165.00	19,910.00	0.00
Christine Alterator	Director 2	545.00	18.90	10,300.50	0.00	0.00	0.00	763.00	9,537.50
Glenn O'Keamey	Director 2	545.00	17.00	9,265.00	0.00	0.00	54.50	9,156.00	54.50
Justin Clarke	Managing Director	500.00	5.50	2,750.00	0.00	0.00	0.00	0.00	2,750.00
Lauren Morcom	Director 1	485.00	2.00	970.00	0.00	970.00	0.00	0.00	0.00
Renee Lobb	Director 1	485.00	32.20	15,617.00	3,540.50	97.00	0.00	9,894.00	2,086.50
Andrew Stokes	Director	400.00	16.50	6,600.00	0.00	0.00	0.00	0.00	6,600.00
Eloa Zuardi	Manager 1	345.00	82.80	28,566.00	0.00	586.50	2,794.50	10,660.50	14,524.50
Stuart Clancy	Manager 1	345.00	0.10	34.50	0.00	0.00	0.00	34.50	0.00
Daniel Billings	Senior Consultant	300.00	0.50	150.00	0.00	0.00	0.00	0.00	150.00
Benjamin Robson	Accountant	235.00	28.40	6,674.00	0.00	0.00	188.00	0.00	6,486.00
Various	Administration	130.00	17.60	2,288.00	0.00	0.00	13.00	1,196.00	1,079.00
Total			283.90	118,171.00	3,540.50	2,066.50	3,215.00	53,148.00	56,201.00
GST				11,817.10					
Total (including GST)				129,988.10					

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 August 2013 to 31 August 2013
Allocation of Cost by % FUM

Fund Name	FUM EOM Aug 2013	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$503,702.53	0.15%	\$177.60
LM First Mortgage Income Fund	\$278,002,577.26	82.95%	\$98,022.91
LM Australian Structured Products Fund	\$7,606,980.21	2.27%	\$2,682.20
LM Australian Income Fund	\$49,031,279.60	14.63%	\$17,288.29
Grand Total	\$335,144,539.60	100%	\$118,171.00

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 31 October 2013

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv5.2

Reference: Category 2 Remuneration and out of pocket expenses 1 October 2013 to 31 October 2013

Date	Description	Amount \$
31/10/13	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 October 2013 to 31 October 2013. Work (as allocated) undertaken to administer, care for, and preserve LM FMIF assets. Allocation of time based on Funds under Management.	38,239.55
	Total Invoice	38,239.55

Sale Amount: 38,239.55
GST: 3,823.96

Total Inc GST: 42,063.51
Total Paid: 0.00

Balance Due: 42,063.51

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv5.2

LW Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 October 2013 to 31 October 2013

Employee	Position	Rate/hour		Total		Assets	Creditors	Employees	Investigation	Trade On	Administration
		excl GST	actual	(excl GST)	hours						
		\$	hours	\$		\$	\$	\$	\$	\$	\$
Ginette Muller	Senior Managing Director	590.00	2.20	1,298.00	0.00	0.00	0.00	0.00	0.00	0.00	1,298.00
Kelly-Anne Trenfield	Senior Managing Director	590.00	13.80	8,142.00	0.00	0.00	0.00	0.00	0.00	0.00	8,142.00
John Corbett	Managing Director	550.00	18.20	10,010.00	0.00	0.00	0.00	0.00	0.00	4,950.00	5,060.00
Sally McBryde	Managing Director	550.00	4.30	2,365.00	0.00	0.00	275.00	0.00	0.00	330.00	1,760.00
Christine Alterator	Director 2	545.00	0.10	54.50	0.00	0.00	0.00	0.00	0.00	0.00	54.50
Glenn O'Kearney	Director 2	545.00	3.60	1,962.00	54.50	0.00	0.00	0.00	0.00	381.50	1,526.00
Lauren Morcom	Director 2	545.00	1.50	817.50	0.00	0.00	0.00	0.00	0.00	0.00	817.50
Renee Lobb	Director 1	485.00	18.20	8,827.00	727.50	194.00	194.00	1,358.00	0.00	3,589.00	2,764.50
Eloa Zuardi	Manager 1	345.00	20.30	7,003.50	172.50	103.50	724.50	0.00	0.00	2,415.00	3,588.00
Mohamed Almulla	Senior Accountant 2	325.00	4.10	1,332.50	0.00	0.00	0.00	0.00	0.00	1,202.50	130.00
Benjamin Robson	Accountant	235.00	14.70	3,454.50	0.00	352.50	0.00	0.00	0.00	23.50	3,078.50
Various	Administration	130.00	5.40	702.00	0.00	0.00	0.00	0.00	0.00	13.00	689.00
Total			106.40	45,968.50	954.50	650.00	1,193.50	1,358.00	12,904.50	28,908.00	
GST				4,596.85							
Total (including GST)				50,565.35							

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 October 2013 to 31 October 2013
Allocation of Cost by % FUM

Fund Name	FUM EOM Oct 2013	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$503,702.53	0.15%	\$69.31
LM First Mortgage Income Fund	\$277,892,019.84	83.19%	\$38,239.55
LM Australian Structured Products Fund	\$7,152,513.28	2.14%	\$984.23
LM Australian Income Fund	\$48,511,075.02	14.52%	\$6,675.41
Grand Total	\$334,059,310.67	100%	\$45,968.50

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 30 November 2013

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv6.2

Reference: Category 2 Remuneration and out of pocket expenses 1 November 2013 to 30 November 2013

Date	Description	Amount \$
30/11/13	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 November 2013 to 30 November 2013. Work (as allocated) undertaken to administer, care for, and preserve LM FMIF assets. Allocation of time based on Funds under Management.	24,749.86
	Total Invoice	24,749.86

Sale Amount: 24,749.86

GST: 2,474.99

Total Inc GST: 27,224.85

Total Paid: 0.00

Balance Due: 27,224.85

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv6.2

LIM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration: 1 November 2013 to 30 November 2013

Employee	Position	Rate/hour		Total		Assets	Creditors	Investigation	Trade On	Administration
		excl GST	actual hours	(excl GST)	hours					
Ginette Muller	Senior Managing Director	590.00	1.00	590.00	0.00	0.00	0.00	0.00	0.00	590.00
John Park	Senior Managing Director	590.00	0.10	59.00	0.00	0.00	0.00	0.00	0.00	59.00
Kelly-Anne Trenfield	Senior Managing Director	590.00	10.20	6,018.00	0.00	0.00	0.00	0.00	58.00	5,959.00
Damian Bender	Managing Director	550.00	3.20	1,760.00	0.00	0.00	0.00	0.00	0.00	1,760.00
John Corbett	Managing Director	550.00	9.50	5,225.00	0.00	0.00	0.00	0.00	0.00	5,225.00
Sally McBryde	Managing Director	550.00	0.40	220.00	0.00	0.00	0.00	0.00	55.00	165.00
Andrew Weatherley	Director 2	545.00	0.20	109.00	0.00	0.00	0.00	0.00	109.00	0.00
Christine Alterator	Director 2	545.00	0.60	327.00	272.50	0.00	0.00	0.00	0.00	54.50
Glenn O'Kearney	Director 2	545.00	2.60	1,417.00	926.50	0.00	0.00	0.00	109.00	381.50
Renee Lobb	Director 1	485.00	11.60	5,626.00	533.50	145.50	2,376.50	1,697.50	1,697.50	873.00
Eloa Zuardi	Manager 1	345.00	22.60	7,797.00	0.00	448.50	0.00	6,658.50	6,658.50	690.00
Benjamin Robson	Accountant 1	235.00	3.30	775.50	0.00	658.00	0.00	94.00	94.00	23.50
Brittany Newman	Administration	130.00	0.10	13.00	0.00	0.00	0.00	0.00	0.00	13.00
Total			65.40	29,936.50	1,732.50	1,252.00	2,376.50	8,782.00		15,793.50
GST				2,993.65						
Total (including GST)				32,930.15						

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 November 2013 to 30 November 2013
Allocation of Cost by % FUM

Fund Name	FUM EOM Nov 2013	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$564,036.23	0.17%	\$50.20
LM First Mortgage Income Fund	\$278,110,505.04	82.67%	\$24,749.86
LM Australian Structured Products Fund	\$7,590,941.43	2.26%	\$675.54
LM Australian Income Fund	\$50,126,580.33	14.90%	\$4,460.91
Grand Total	\$336,392,063.03	100%	\$29,936.50

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 31 December 2013

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv7.2

Reference: Category 2 Remuneration and out of pocket expenses 1 December 2013 to 31 December 2013

Date	Description	Amount \$
31/12/13	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 December 2013 to 31 December 2013. Work (as allocated) undertaken to administer, care for, and preserve LM FMIF assets. Allocation of time based on Funds under Management.	16,310.00
	Total Invoice	16,310.00

Sale Amount: 16,310.00

GST: 1,631.00

Total Inc GST: 17,941.00

Total Paid: 0.00

Balance Due: 17,941.00

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv7.2

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 December 2013 to 31 December 2013

Employee	Position	Rate/hour		Total		Assets	Creditors	Employees	Investigation	Trade On	Administration
		excl GST	actual	(excl GST)	hours						
Ginette Müller	Senior Managing Director	590.00	2.20	1,298.00	0.00	0.00	0.00	0.00	0.00	0.00	1,298.00
John Park	Senior Managing Director	590.00	0.10	59.00	0.00	0.00	0.00	0.00	0.00	0.00	59.00
Kelly-Anne Trenfield	Senior Managing Director	590.00	5.60	3,304.00	59.00	59.00	0.00	0.00	0.00	0.00	3,245.00
John Corbett	Managing Director	550.00	2.50	1,375.00	0.00	0.00	0.00	0.00	0.00	0.00	1,375.00
Sally McBryde	Managing Director	550.00	0.30	165.00	0.00	0.00	0.00	55.00	0.00	0.00	110.00
Andrew Weatherley	Director 2	545.00	0.30	163.50	0.00	0.00	0.00	0.00	0.00	54.50	109.00
Christine Alterator	Director 2	545.00	0.50	272.50	0.00	0.00	0.00	0.00	0.00	0.00	272.50
Glenn O'Kearney	Director 1	485.00	1.40	763.00	163.50	0.00	0.00	0.00	0.00	54.50	545.00
Renee Lobb	Manager 1	345.00	8.60	4,171.00	48.50	0.00	0.00	0.00	436.50	1,940.00	1,746.00
Eloa Zuardi	Senior Accountant 2	325.00	9.30	3,208.50	0.00	207.00	0.00	310.50	0.00	2,518.50	172.50
Mohamed Almulla	Accountant	235.00	1.20	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
Benjamin Robson	Administration	130.00	4.30	1,010.50	0.00	916.50	0.00	0.00	0.00	0.00	94.00
Brittany Newman	Administration	130.00	1.00	130.00	0.00	0.00	0.00	0.00	0.00	0.00	130.00
Total			37.30	16,310.00	271.00	1,123.50	365.50	436.50	4,587.50	9,546.00	
GST				1,631.00							
Total (including GST)				17,941.00							

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 31 March 2014

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv8.2

Reference: Category 2 Remuneration and out of pocket expenses 1 January 2014 to 31 March 2014

Date	Description	Amount \$
31/03/14	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 January 2014 to 31 March 2014. Allocation of time based on Funds under Management.	48,096.69
	Total Invoice	48,096.69

Sale Amount: 48,096.69
GST: 4,809.67

Total Inc GST: 52,906.36
Total Paid: 0.00

Balance Due: 52,906.36

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv8.2

LMI Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 January 2014 to 31 March 2014

Employee	Position	Rate/hour		Total actual hours	Total (excl GST)		Assets \$	Creditors \$	Employees \$	Investigation \$	Trade On \$	Administration \$
		excl GST \$	incl GST \$		excl GST \$	incl GST \$						
John Park	Senior Managing Director	590.00	767.00	1.30	767.00	0.00	0.00	0.00	0.00	0.00	0.00	767.00
Kelly-Anne Trenfield	Senior Managing Director	590.00	9,676.00	16.40	9,676.00	1,770.00	0.00	0.00	0.00	0.00	0.00	7,906.00
Damian Bender	Senior Managing Director	550.00	1,320.00	2.40	1,320.00	0.00	0.00	0.00	0.00	0.00	0.00	1,320.00
John Corbett	Managing Director	550.00	15,950.00	29.00	15,950.00	0.00	0.00	0.00	0.00	0.00	15,950.00	0.00
Sally McBryde	Managing Director	550.00	3,025.00	5.50	3,025.00	55.00	0.00	770.00	0.00	0.00	1,430.00	770.00
Christine Alterator	Director 2	545.00	2,943.00	5.40	2,943.00	0.00	0.00	0.00	0.00	436.00	0.00	2,507.00
Glenn O'Kearney	Director 2	545.00	7,848.00	14.40	7,848.00	2,343.50	0.00	0.00	0.00	0.00	2,888.50	2,616.00
Ryan Zografager	Director 1	485.00	436.00	0.80	436.00	0.00	0.00	0.00	0.00	0.00	0.00	436.00
Renee Lobb	Director 1	485.00	6,790.00	14.00	6,790.00	145.50	48.50	0.00	0.00	2,425.00	2,716.00	1,455.00
Patrick Ma	Director	350.00	5,880.00	16.80	5,880.00	5,880.00	0.00	0.00	0.00	0.00	0.00	0.00
Eloa Zuardi	Manager 1	345.00	7,245.00	21.00	7,245.00	0.00	276.00	345.00	0.00	0.00	4,347.00	2,277.00
Benjamin Robson	Accountant 1	235.00	6,744.50	28.70	6,744.50	0.00	4,676.50	0.00	0.00	282.00	0.00	1,786.00
Various	Administration	130.00	767.00	5.90	767.00	377.00	0.00	0.00	0.00	0.00	0.00	390.00
Total			69,391.60	161.60	69,391.60	10,571.00	5,001.00	1,115.00	3,143.00	27,331.50	22,230.00	
GST			6,939.15		6,939.15							
Total (including GST)			76,330.75		76,330.75							

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 January 2014 to 31 March 2014
Allocation of Cost by % FUM

Fund Name	FUM average EOM Jan-Mar 2014	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$565,912.76	0.47%	\$325.05
LM First Mortgage Income Fund	\$83,736,663.34	69.31%	\$48,096.69
LM Australian Structured Products Fund	\$7,442,423.36	6.16%	\$4,274.78
LM Australian Income Fund	\$29,056,081.24	24.06%	\$16,694.98
Grand Total	\$120,811,080.71	100%	\$69,391.50

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 30 June 2014

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv9.2

Reference: Category 2 Remuneration and out of pocket expenses 1 April to 30 June 2014

Date	Description	Amount \$
30/06/14	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 April to 30 June 2014. Allocation of time based on Funds under Management.	44,987.41
	Total Invoice	44,987.41

Sale Amount:	44,987.41
GST:	4,498.74
Total Inc GST:	49,486.15
Total Paid:	0.00
Balance Due:	49,486.15

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv9.2

LM Investment Management Ltd (in Liquidation): Calculation of Category 2 Remuneration 1 April 2014 to 30 June 2014

Employee	Position	Rate/hour		Total actual hours	Total								
		excl GST \$	incl GST \$		(excl GST) \$	Assets \$	Creditors \$	Investigation \$	Trades On \$	Administration \$			
Damian Bender	Senior Managing Director	600.00	600.00	2.30	1,680.00	1,680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ginette Muller	Senior Managing Director	600.00	600.00	0.30	180.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
John Park	Senior Managing Director	600.00	600.00	1.60	960.00	960.00	0.00	0.00	0.00	0.00	0.00	0.00	960.00
Kelly-Anne Trenfield	Senior Managing Director	600.00	600.00	15.20	9,120.00	9,120.00	240.00	60.00	0.00	0.00	0.00	0.00	8,820.00
John Corbett	Managing Director	570.00	570.00	7.00	3,990.00	3,990.00	3,990.00	0.00	0.00	0.00	0.00	0.00	0.00
Sally McByde	Managing Director	570.00	570.00	5.20	2,964.00	2,964.00	0.00	0.00	0.00	0.00	0.00	2,679.00	285.00
Christine Alterator	Director 2	560.00	560.00	39.90	22,344.00	22,344.00	0.00	0.00	0.00	112.00	0.00	0.00	22,232.00
Glenn O'Keamey	Director 2	560.00	560.00	14.90	8,344.00	8,344.00	3,920.00	840.00	0.00	0.00	0.00	1,400.00	2,184.00
Ryan Zorndrager	Director 2	560.00	560.00	13.10	7,336.00	7,336.00	672.00	0.00	0.00	0.00	0.00	3,136.00	3,528.00
Renee Lobb	Director 1	510.00	510.00	5.30	2,703.00	2,703.00	51.00	306.00	0.00	357.00	0.00	1,887.00	102.00
Mohamed Almulla	Senior Accountant 2	360.00	360.00	0.10	36.00	36.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
Benjamin Robson	Accountant	270.00	270.00	18.10	4,887.00	4,887.00	1,08.00	4,428.00	0.00	0.00	0.00	0.00	351.00
Carly Drew	Administration 2	175.00	175.00	0.90	157.50	157.50	87.50	0.00	0.00	0.00	0.00	0.00	70.00
Brittany Newman	Administration	135.00	135.00	1.10	148.50	148.50	0.00	0.00	0.00	0.00	0.00	0.00	148.50
Total				125.50	64,850.00	64,850.00	10,748.50	5,634.00	469.00	9,102.00	38,896.50		
GST					6,485.00								
Total (including GST)					71,335.00								

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 April 2014 to 30 June 2014

Allocation of Cost by % FUM

Fund Name	FUM average EOM Apr - June 2014	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$565,912.76	0.47%	\$304.09
LM First Mortgage Income Fund	\$83,721,881.42	69.37%	\$44,987.41
LM Australian Structured Products Fund	\$7,471,908.04	6.19%	\$4,014.98
LM Australian Income Fund	\$28,926,591.62	23.97%	\$15,543.52
Grand Total	\$120,686,293.83	100%	\$64,850.00

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 30 September 2014

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv10.2

Reference: Category 2 Remuneration and out of pocket expenses 1 July 2014 to 30 September 2014

Date	Description	Amount \$
30/09/14	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 July 2014 to 30 September 2014. Allocation of time based on Funds under Management.	34,339.70
	Total Invoice	34,339.70

Sale Amount: 34,339.70
GST: 3,433.97

Total Inc GST: 37,773.67
Total Paid: 0.00

Balance Due: 37,773.67

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv10.2

LMI Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 July 2014 to 30 September 2014

Employee	Position	Rate/hour		Total		Assets	Creditors	Investigation	Trade On	Administration
		excl GST	actual hours	(excl GST)	hours					
Ginette Muller	Senior Managing Director	\$ 600.00	1.50	\$ 900.00	0.00	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 900.00
Kelly-Anne Trenfield	Senior Managing Director	\$ 600.00	4.80	\$ 2,880.00	60.00	\$ 60.00	0.00	\$ 480.00	\$ 0.00	\$ 2,340.00
Christine Alterator	Senior Director	\$ 560.00	56.50	\$ 31,640.00	0.00	\$ 0.00	0.00	\$ 2,688.00	\$ 0.00	\$ 28,952.00
Glenn O'Kearney	Senior Director	\$ 560.00	15.50	\$ 8,680.00	1,288.00	\$ 1,288.00	0.00	\$ 0.00	\$ 4,984.00	\$ 2,408.00
Ryan Zorodrager	Senior Director	\$ 560.00	0.50	\$ 280.00	0.00	\$ 0.00	0.00	\$ 0.00	\$ 280.00	\$ 0.00
Renee Lobb	Director	\$ 510.00	7.90	\$ 4,029.00	0.00	\$ 0.00	153.00	\$ 1,173.00	\$ 1,785.00	\$ 918.00
Benjamin Robson	Associate II	\$ 270.00	7.90	\$ 2,133.00	0.00	\$ 0.00	1,944.00	\$ 0.00	\$ 0.00	\$ 189.00
Carly Drew	Administration II	\$ 175.00	0.30	\$ 52.50	0.00	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 52.50
Brittany Newman	Administration	\$ 135.00	0.10	\$ 13.50	0.00	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 13.50
Total			95.00	50,608.00	1,348.00	2,097.00	4,341.00	7,049.00	35,773.00	
GST				5,060.80						
Total (including GST)				55,668.80						

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 July 2014 to 30 September 2014
Allocation of Cost by % FUM

Fund Name	FUM average EOM July - Sept 2014	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$599,246.09	0.53%	\$266.72
LM First Mortgage Income Fund	\$77,150,469.13	67.85%	\$34,339.70
LM Australian Structured Products Fund	\$7,497,394.91	6.59%	\$3,337.09
LM Australian Income Fund	\$28,453,111.15	25.02%	\$12,664.49
Grand Total	\$113,700,221.28	100%	\$50,608.00

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 31 December 2014

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv11.2

Reference: Category 2 Remuneration and out of pocket expenses 1 October to 31 December 2014

Date	Description	Amount \$
31/12/14	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 October to 31 December 2014. Allocation of time based on Funds under Management.	26,775.68
	Total Invoice	26,775.68

Sale Amount: 26,775.68
GST: 2,677.57

Total Inc GST: 29,453.25
Total Paid: 0.00

Balance Due: 29,453.25

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv11.2

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 October to 31 December 2014

Employee	Position	Rate/hour		Total		Assets	Creditors	Investigation	Trade On	Administration
		\$	excl GST	actual hours	(excl GST)					
Damian Bender	Senior Managing Director	600.00	600.00	6.20	3,720.00	0.00	0.00	0.00	0.00	3,720.00
John Park	Senior Managing Director	600.00	600.00	1.40	840.00	0.00	0.00	0.00	0.00	840.00
Kelly-Anne Tremfield	Senior Managing Director	600.00	600.00	10.00	6,000.00	420.00	0.00	0.00	0.00	5,580.00
John Corbett	Managing Director	570.00	570.00	3.00	1,710.00	0.00	0.00	0.00	1,140.00	570.00
Sally McBryde	Managing Director	570.00	570.00	0.10	57.00	0.00	0.00	0.00	57.00	0.00
Christine Alterator	Senior Director	560.00	560.00	4.50	2,520.00	0.00	0.00	0.00	0.00	2,520.00
Glenn O'Kearney	Senior Director	560.00	560.00	18.30	10,248.00	2,520.00	0.00	616.00	5,096.00	2,016.00
Renee Lobb	Director	510.00	510.00	10.60	5,406.00	153.00	459.00	1,377.00	918.00	2,499.00
Mohamed Almulla	Senior Consultant	360.00	360.00	15.10	5,436.00	0.00	0.00	0.00	1,980.00	3,456.00
Benjamin Robson	Associate II	270.00	270.00	15.40	4,158.00	270.00	1,080.00	0.00	0.00	2,808.00
Carly Drew	Administration II	175.00	175.00	0.30	52.50	0.00	0.00	0.00	0.00	52.50
Total				84.90	40,147.50	3,363.00	1,539.00	1,993.00	9,191.00	24,061.50
GST					4,014.75					
Total (including GST)					44,162.25					

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 October to December 2014

Allocation of Cost by % FUM

Fund Name	FUM average EOM Oct - Dec 2014	FUM as percentage of Total	Allocation WIP
LM Cash Performance Fund	\$399,239.28	0.36%	\$144.69
LM First Mortgage Income Fund	\$73,880,612.53	66.69%	\$26,775.68
LM Australian Structured Products Fund	\$7,571,428.38	6.83%	\$2,744.02
LM Australian Income Fund	\$28,925,425.94	26.11%	\$10,483.10
Grand Total	\$110,776,706.13	100%	\$40,147.50

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 30 June 2015

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv12.2

Reference: Category 2 Remuneration and out of pocket expenses 1 January 2015 to 30 June 2015

Date	Description	Amount \$
30/06/2015	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 January 2015 to 30 June 2015. Allocation of time based on funds under management.	63,762.36
	Total Invoice	63,762.36

Sale Amount:	63,762.36
GST:	6,376.24
Total Inc GST:	70,138.60
Total Paid:	0.00
Balance Due:	70,138.60

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv12.2

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 January 2015 to 30 June 2015

Employee	Position	Rate/hour		Total actual hours	Total (excl GST) \$	Assets \$	Creditors \$	Investigation \$	Trade On \$	Administration \$
		excl GST \$	Total \$							
Damian Bender	Senior Managing Director	600.00	2,520.00	4.70	1,020.00	0.00	0.00	0.00	0.00	1,800.00
Ginette Muller	Senior Managing Director	600.00	3,360.00	5.60	0.00	0.00	0.00	0.00	0.00	3,360.00
John Park	Senior Managing Director	600.00	8,940.00	14.90	60.00	0.00	0.00	0.00	0.00	8,880.00
Kelly-Anne Trenfield	Senior Managing Director	600.00	21,060.00	35.10	300.00	300.00	0.00	0.00	0.00	20,460.00
John Corbett	Managing Director	570.00	4,560.00	8.00	0.00	0.00	0.00	0.00	0.00	4,560.00
Andrew Weatherley	Senior Director	560.00	56.00	0.10	0.00	0.00	0.00	0.00	0.00	56.00
Christine Alterator	Senior Director	560.00	10,472.00	18.70	0.00	0.00	0.00	0.00	0.00	10,472.00
Glenn D'Kearney	Senior Director	560.00	8,848.00	15.80	56.00	56.00	0.00	0.00	0.00	1,960.00
Ryan Zorgrager	Senior Director	560.00	14,448.00	25.80	0.00	0.00	112.00	0.00	10,696.00	3,840.00
Renee Lobb	Director	510.00	7,344.00	14.40	0.00	0.00	612.00	612.00	1,989.00	4,131.00
Madhu Menon	Senior Consultant	360.00	3,420.00	9.50	0.00	0.00	0.00	0.00	0.00	3,420.00
Benjamin Robson	Consultant	300.00	4,110.00	13.70	0.00	0.00	1,230.00	120.00	2,730.00	30.00
Victoria Liddell	Consultant	300.00	270.00	0.90	0.00	0.00	0.00	0.00	0.00	270.00
Benjamin Robson	Associate II	270.00	6,480.00	24.00	54.00	648.00	0.00	0.00	4,833.00	945.00
James Cook	Associate II	270.00	54.00	0.20	0.00	0.00	0.00	0.00	0.00	54.00
Various	Administration II	175.00	227.50	1.30	0.00	0.00	0.00	0.00	0.00	227.50
Brittany Newman	Administration	135.00	216.00	1.60	0.00	0.00	0.00	0.00	0.00	216.00
Total			96,685.50	194.30	96,685.50	1,490.00	3,462.00	732.00	26,520.00	64,481.50
GST			9,668.55		9,668.55					
Total (including GST)			106,354.05		106,354.05					

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 January to 30 June 2015

Allocation of Cost by %

\$96,685.50

Fund Name	FUM EOM June 2015	Percentage of Total	Allocation WIP
LM First Mortgage Income Fund	\$73,936,049.04	65.95%	\$63,762.36
LM Australian Structured Products Fund	\$7,823,712.35	6.98%	\$6,747.16
LM Australian Income Fund	\$30,352,530.81	27.07%	\$26,175.98
Grand Total	\$112,112,292.20	100%	\$96,685.50

LM Investment Management Limited (In Liquidation) ("LMIM")

Tax Invoice

ABN 68 077 208 461

Date: 30 September 2015

To: LM First Mortgage Income Fund ("LM FMIF")
Level 1, 38 Cavill Avenue
SURFERS PARADISE QLD 4217

Invoice No: 8978inv13.2

Reference: Category 2 Remuneration and out of pocket expenses 1 July 2015 to 30 September 2015

Date	Description	Amount \$
30/09/2015	FMIF allocation of LMIM Liquidators remuneration (schedule and allocation basis attached) incurred for work undertaken by the Liquidators and their staff for general responsible entity work for the period 1 July 2015 to 30 September 2015. Allocation of time based on funds under management.	28,354.09
	Total Invoice	28,354.09

Sale Amount:	28,354.09
GST:	2,835.41
Total Inc GST:	31,189.50
Total Paid:	0.00
Balance Due:	31,189.50

Please pay to following account:

Account Name: LM Investment Management Ltd (In Liquidation)
BSB: 064 000
Account Number: 13 409 158
Payment Reference: 8978inv13.2

LMI Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 July 2015 to 30 September 2015

Employee	Position	Rate/hour		Total actual hours	Total		Assets \$	Investigation \$	Trade On \$	Administration \$
		excl GST \$	incl GST \$		(excl GST) \$					
Ginette Muller	Senior Managing Director	600.00	600.00	1.10	660.00	0.00	0.00	0.00	0.00	660.00
John Park	Senior Managing Director	600.00	600.00	1.40	840.00	0.00	0.00	0.00	0.00	840.00
Kelly-Anne Trenfield	Senior Managing Director	600.00	600.00	17.80	10,680.00	420.00	0.00	0.00	0.00	10,260.00
Christine Stread	Senior Director	560.00	560.00	12.10	6,776.00	0.00	56.00	0.00	0.00	6,720.00
Glenn O'Kearney	Senior Director	560.00	560.00	31.50	17,640.00	0.00	0.00	17,360.00	0.00	280.00
Renee Lobb	Director	510.00	510.00	2.00	1,020.00	51.00	0.00	357.00	0.00	306.00
Madhu Menon	Senior Consultant	360.00	360.00	1.20	432.00	0.00	0.00	0.00	0.00	432.00
Benjamin Robson	Consultant	300.00	300.00	16.20	4,860.00	300.00	0.00	4,560.00	0.00	0.00
Carly Drew	Administration II	175.00	175.00	1.60	280.00	0.00	0.00	0.00	0.00	280.00
Caroline Halcoop	Administration II	175.00	175.00	1.60	280.00	0.00	0.00	0.00	0.00	280.00
Julie Ross	Administration II	175.00	175.00	1.40	245.00	0.00	0.00	0.00	0.00	245.00
Brittany Newman	Administration	135.00	135.00	0.20	27.00	0.00	0.00	0.00	0.00	27.00
Total				86.10	49,740.00	771.00		362.00	22,277.00	20,330.00
GST					4,374.00					
Total (Including GST)					49,114.00					

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 July 2015 to 30 September 2015

Allocation of Cost by %

\$43,740.00

Fund Name	FUM EOM Sept 2015	Percentage of Total	Allocation WIP
LM First Mortgage Income Fund	\$74,027,479.56	64.82%	\$28,354.09
LM Australian Structured Products Fund	\$8,047,356.50	7.05%	\$3,082.31
LM Australian Income Fund	\$32,122,527.32	28.13%	\$12,303.61
Grand Total	\$114,197,363.38	100%	\$43,740.00

LM Investment Management Ltd (Administrators Appointed): Calculation of Category 2 Remuneration 19 March 2013 to 30 June 2013

Name	Position	Date	Hours	Charge Out Rate	Charge	Task Desc	Narrative
Ginette Muller	Senior Managing Director	19/03/2013	6.5	575	3737.5	Administration	Receive an assessment of matters pertaining to the Funds. Work with staff of LM and FTI to establish press release and all other associated matters for day 1 of Voluntary Administration. Meet Directors and other key LM staff. Discussions with FTI Strategic Communications regarding appointment and regarding appropriate media management. Lease with co-appointee on meetings with Suncorp and ASIC. Emails regarding same. Preparation for ASIC meeting. Contact Suncorp.
Ginette Muller	Senior Managing Director	19/03/2013	1	575	575	Administration	Attend Gold Coast to assist DJB with LIMM & Return
Joanne Dunn	Senior Managing Director	19/03/2013	1.7	575	977.5	Administration	ASIC report - draft report per ASIC queries, discuss with JEI, SAM, RFZ, GDM, coordinate responses. Update Investors FAQs.
Joanne Dunn	Senior Managing Director	19/03/2013	1.3	575	747.5	Administration	ASIC reporting - prepare information on Niall Coburn and FTI independence, coordinate input of sections with JEI.
Lachlan McIntosh	Senior Managing Director	19/03/2013	4	575	2300	Administration	Discussions and job planning, preliminary review of Tail trees retirement sites, discussions with representatives of Investors
Anthony Quech	Senior Managing Director	19/03/2013	2	566.67	1133.34	Administration	Email and conference call with various FTI offices and discussion regarding the company and lenders
Damian Bender	Senior Managing Director	19/03/2013	1	550	550	Trade-On	Travelling Time travel time
Damian Bender	Senior Managing Director	19/03/2013	0.7	550	385	Trade-On	Trade-On review media announcements/discussions Justin Clark/meet with directors and their media advisor
Justin Clark	Managing Director	19/03/2013	3	500	1500	Administration	Internal briefings / research
Justin Clark	Managing Director	19/03/2013	2	500	1000	Administration	Strategy Development
Justin Clark	Managing Director	19/03/2013	2	500	1000	Administration	Drafting materials
Ryan Zongdrager	Director 1	19/03/2013	4.3	485	2085.5	Administration	Prepare summary of each fund and prepare sections of report to ASIC relevant to each fund overview
Ryan Zongdrager	Director 1	19/03/2013	0.9	485	436.5	Assets	Prepare press release FAQ and investor concerns
Ryan Zongdrager	Director 1	19/03/2013	4.5	485	2182.5	Trade-On	Preparatory meeting and Review of information to hand to enable administration strategy implementation. Review of public available documents, assignment of staff and critical issues.
Andrew Stokes	Director	19/03/2013	2	400	800	Administration	Strategy Development
Daniel Billings	Senior Consultant	19/03/2013	1	300	300	Administration	Strategy Development
Daniel Billings	Senior Consultant	19/03/2013	5	300	1500	Administration	Drafting materials
Daniel Billings	Senior Consultant	19/03/2013	2	300	600	Administration	Media Research
Jessica Jodynak	Senior Accountant 1	19/03/2013	3	285	855	Administration	Report to ASIC for meeting to be held on 20.03.13: collate submissions from staff and insert into report, proof read and edit as necessary, formatting of report and circulate updates to staff as necessary.
Marushka Flynn	Administration	19/03/2013	0.1	130	13	Administration	Lodged Form 505 on ASIC online & updated KMAD
Sharon Compione	Administration	19/03/2013	5	130	650	Trade-On	Administration, general admin assistance to set up webpage and hotline.
Ginette Muller	Senior Managing Director	20/03/2013	3.5	575	2012.5	Administration	Review emails and commence working on media and planning issues, dealing with creditors and ascertaining specifics in relation to the operation of the Funds and structure of the entities in order to accurately answer numerous media queries raised by Justin. Keep track of operations and tasks and coordinate delegation of duties in terms of meeting crucial VA deadlines

Ginette Muller	Senior Managing Director	20/03/2013	4.5	575	2587.5	Administration	Review and prepare report for ASIC meeting at 9am. Meeting with ASIC x 5, meeting with Philip from Mallesons. Work ASIC through report and current findings in relation to their Agenda
Joanne Dunn	Senior Managing Director	20/03/2013	1.4	575	805	Administration	Teleconference with team re update on media, ASIC meeting, tasks and responsibilities. Meet with GDM to discuss investor communications.
Joanne Dunn	Senior Managing Director	20/03/2013	1.3	575	747.5	Administration	Read media articles and save. Discuss with RCL role in dealing with media enquiries and role of Strat Comm. Coordinate responses.
Joanne Dunn	Senior Managing Director	20/03/2013	0.3	575	172.5	Administration	Meeting with RCL to discuss role with unit holders and email responses.
Joanne Dunn	Senior Managing Director	20/03/2013	0.7	575	402.5	Administration	ASIC report - amend DIRRI and report.
Joanne Dunn	Senior Managing Director	20/03/2013	0.6	575	460	Administration	Review investor enquiries received today. Coordinate response with RCL.
John Park	Senior Managing Director	20/03/2013	2.7	575	1552.5	Administration	Administration - continue with VA preparation. Review preparation for meeting with ASIC.
Kelly-Anne Trenfield	Senior Managing Director	20/03/2013	1.1	575	632.5	Administration	Administration - travel to/from LM head office
Kelly-Anne Trenfield	Senior Managing Director	20/03/2013	2.6	575	1495	Administration	Administration - gdm update re apt; staffing/ review emails in; attendance on site; discussions with staff re allocation of tasks; emails in re structure, review asic report; emails in re creditors/employees; job allocation/litigation summary
Anthony Quach	Senior Managing Director	20/03/2013	2	566.67	1133.34	Administration	Internal staff meeting on job allocation and strategy. Email and call DB and Clayton Utz
Damian Bender	Senior Managing Director	20/03/2013	1	550	550	Trade-On	Travelling Time GC and Back
Damian Bender	Senior Managing Director	20/03/2013	0.4	550	220	Investigations	Meetings / Conferences / Minutes. Review report prepared by JD attend asic meeting with KWM/GDM /JRP
Damian Bender	Senior Managing Director	20/03/2013	0.7	550	385	Trade-On	Trade-On review KWM legal issues list as prepared by Luke
Andrew Weatherley	Director 2	20/03/2013	0.1	545	54.5	Administration	JED/GDM re Investor airt, ph. facility
Andrew Weatherley	Director 2	20/03/2013	0.6	545	327	Administration	Review LM media Review amended ASIC report Update KMAD Prepare list of stat tasks to be done, email to EZ/SC/GOK
Andrew Weatherley	Director 2	20/03/2013	0.4	545	213	Employees	Check and amend draft employees NTC (x2) Amend POD Email GOK/RZ re items needed asap Review recent press and email comment on timing around Check and amend draft letter to ABR re mv search
Glenn O'Kearney	Director 2	20/03/2013	6	545	3270	Trade-On	attendance onsite - meeting with Financial controller and other staff regarding information required. Source employee info, leases, payables, financials etc. liaise with staff eg ag office re information for creditors etc. work through issues for listing creditors - review of documents relating to fund creditors and advisors. Discussions with Phillip pan regarding management fees and info required. Review daily legal issues update. Review information re man fees - provide initial info to Mallesons. Review of operation issues to deal with - phones/leases etc. teleconferences and updated with fu team members. Prepare update to Maddison note for JP for discussions with sancorp. Source info re accounts/solicitors involved etc. meeting with FC - understanding finance function at corporate level, daily reporting etc. employee discussions. Prelim meeting with employees - development management team re fund assets/creditors etc. liaise with directors regarding advisor info required. Team meetings. Review daily email correspondences/updates.
Justin Clark	Managing Director	20/03/2013	2	500	1000	Administration	Internal briefings / research
Justin Clark	Managing Director	20/03/2013	1	500	500	Administration	Strategy Development
Justin Clark	Managing Director	20/03/2013	3	500	1500	Administration	Media engagement
Christine Alterator	Director 1	20/03/2013	1.3	485	630.5	Trade-On	Administration travel to site and review coy structure, allocation of tasks
Ryan Zorgräger	Director 1	20/03/2013	0.9	485	436.5	Trade-On	Initial meeting with accounting function and updating controls

Ryan Zordrager	Director 1	20/03/2013	2.3	485	1115.5	Trade-On	Interview with Katie, LM director to ascertain various staff functions and roles within organisation. Prepare summary of overseas offices and provide to FTI personnel for actioning
Ryan Zordrager	Director 1	20/03/2013	0.9	485	436.5	Trade-On	Initial contact with Blue Brokers RE insurance and meeting with Carolyn Hodge RE existing insurance policies
Andrew Stokes	Director	20/03/2013	1	400	400	Administration	Strategy Development
Renee Lobb	Manager 2	20/03/2013	0.6	395	237	Administration	Compiling contacts listing and finding and saving media releases.
Renee Lobb	Manager 2	20/03/2013	1.1	395	434.5	Trade-On	Compiling spreadsheet of investor and adviser names, contact details etc..Send to GDM and JED.
Stuart Clancy	Senior Accountant 1	20/03/2013	0.6	325	195	Employees	Various amendments and review circular to employees regarding advising of appointment. Amendments to attached supporting documents. Discussions with GOK regarding obtain employees list. Above matter for termination letters for employees and employees continuing to stay on.
Daniel Billings	Senior Consultant	20/03/2013	1	300	300	Administration	Internal briefings
Daniel Billings	Senior Consultant	20/03/2013	6	300	1800	Administration	Media engagement
Jessica Jedynek	Senior Accountant 1	20/03/2013	0.3	285	85.5	Administration	ASIC report 20.03: final review and print of report. Distribute to partners and those in attendance at ASIC meeting.
Jessica Jedynek	Senior Accountant 1	20/03/2013	1	285	285	Administration	editing and formatting of report to ASIC + collating of attachments including press releases, appointment docs and DIRRI. Circulate next draft to staff for review and comments.
Benjamin Robson	Accountant	20/03/2013	2.3	235	540.5	Trade-On	Administration - Created LM Corporate Structure Hierarchy Map and LM Fund Structure Mind map
Sharon Campione	Administration	20/03/2013	3	130	390	Trade-On	Administration, assistance and preparation of website
Ghette Muller	Senior Managing Director	21/03/2013	3	575	1725	Administration	Attend the gold Coast office and meeting with Fran, Katy and Erg hart. Discuss their concerns and answer their queries. Agree to hold staff meeting. Call FTI meeting to touch base on different tasks and how we are progressing with same. Continue to answer emails and queries.
Joanne Dunn	Senior Managing Director	21/03/2013	0.3	575	172.5	Administration	Correspond with GDM and SAM re LM website announcements and attempt to remove them.
Joanne Dunn	Senior Managing Director	21/03/2013	0.2	575	115	Administration	Correspond with Daniel Billings at Strat Comm office re update on Investors/advisers/amounts owed/location.
Joanne Dunn	Senior Managing Director	21/03/2013	0.7	575	402.5	Administration	Meeting with SC re progress of website - discuss and amend format.
Joanne Dunn	Senior Managing Director	21/03/2013	0.7	575	402.5	Administration	Review and amend unit holder FAQs. Circulate to GDM for review.
Joanne Dunn	Senior Managing Director	21/03/2013	0.6	575	345	Administration	Correspond with team regarding LM Website and investor updates. Coordinate meetings for tomorrow with RCL
Joanne Dunn	Senior Managing Director	21/03/2013	0.5	575	287.5	Trade-On	Unit holder circular - send FAQs to LM team for discussion. Review and amend draft circular to Investors and discuss with RCL.
John Park	Senior Managing Director	21/03/2013	3.6	575	2070	Administration	Administration - attend meeting with SunCorp. Brief staff on overall strategy. Finalise report to Deutsche.
Anthony Quach	Senior Managing Director	21/03/2013	2	566.67	1139.34	Administration	Attend teleconferences throughout day / night
Sally McByrde	Managing Director	21/03/2013	5.5	550	3025	Trade-On	Correspondence with leaders and staff
Andrew Weatherley	Director 2	21/03/2013	0.1	545	54.5	Trade-On	Attend premises, dealing with staff, information requests, team meetings re strategy, website issues, o/s entities
Justin Clark	Managing Director	21/03/2013	1.5	500	750	Administration	SC/CH re payments, funds
Justin Clark	Managing Director	21/03/2013	4.5	500	2250	Administration	Internal briefings / research
							Media engagement

Ryan Zograger	Director 1	21/03/2013	1.1	485	533.5	Trade-On	Initial meeting with director Fran of LM and property asset managers to determine appropriate controls in place in respect of funds and managing assets going forward
Ryan Zograger	Director 1	21/03/2013	0.8	485	388	Trade-On	Review control memos to be put in place
Ryan Zograger	Director 1	21/03/2013	0.4	485	194	Employees	Initial meeting with Sean Haydock in relation to asset management expenses and role going forward
Ryan Zograger	Director 1	21/03/2013	1.2	485	582	Trade-On	FTI Team teleconference on update on administration
Andrew Stokes	Director	21/03/2013	3.5	400	1400	Administration	Media engagement
Renee Lobb	Manager 2	21/03/2013	0.1	395	39.5	Assets	Return call from Ian at Chesteron. Leave message.
Renee Lobb	Manager 2	21/03/2013	0.2	395	79	Trade-On	Reviewing emails re investor listings. Email Michelle to obtain full listing and clarify number of investors.
Renee Lobb	Manager 2	21/03/2013	0.3	395	118.5	Trade-On	Drafting investor enquiry responses for Jed's review.
Renee Lobb	Manager 2	21/03/2013	1	395	395	Trade-On	Drafting response emails to investor and creditor enquiries. Send to JED for review.
Renee Lobb	Manager 2	21/03/2013	0.8	395	318	Trade-On	Drafting unit holder circular. Send to Francene and Michelle for input. Review JED's changes also.
Daniel Billings	Senior Consultant	21/03/2013	3	300	900	Administration	Media engagement
Daniel Billings	Senior Consultant	21/03/2013	1	300	300	Administration	Media monitoring
Jessica Jecdynak	Senior Accountant 1	21/03/2013	0.8	285	228	Administration	copy ASIC meeting report and edit accordingly to produce draft ASIC report for publication for ASIC's file. Edits and additions made as per instructions and circulated to JED and GDM for review and comments.
Benjamin Robson	Accountant	21/03/2013	0.2	235	47	Trade-On	Administration - email correspondence out to MHA, CD
Benjamin Robson	Accountant	21/03/2013	0.3	235	70.5	Trade-On	Administration - Lease schedule work
Sharon Campione	Administration	21/03/2013	5	130	650	Trade-On	Administration assist with wages and webpage
Ginette Muller	Senior Managing Director	22/03/2013	1	575	575	Administration	Telephone call to Martin Venier regarding the Funds and advisors. Assist him with his email to his clients and offer to be available to take calls tomorrow. 9pm - 10pm
Ginette Muller	Senior Managing Director	22/03/2013	1	575	575	Trade-On	Return to Brisbane
Ginette Muller	Senior Managing Director	22/03/2013	2	575	1150	Administration	Answer general queries and address media queries with Justin - 11am to 1pm - work on emails and correspondence in and out.
Joanne Dunn	Senior Managing Director	22/03/2013	7.7	575	4427.5	Administration	Travel from office to LMIM GC office and return. Meet with staff to discuss investor relations and reporting. Meet with FTI team and discuss updates on various matters. Discuss investor responses with RCL
Anthony Quach	Senior Managing Director	22/03/2013	2	566.67	1133.34	Administration	Internal staff strategy meetings and planning review
Damian Bender	Senior Managing Director	22/03/2013	0.6	550	330	Administration	Administration review accounts discussion John Corbett re suncorp bank acc / instruct GOK to unwind term deposit.
Damian Bender	Senior Managing Director	22/03/2013	1	550	550	Trade-On	Travelling Time
Justin Clark	Managing Director	22/03/2013	2	500	1000	Administration	Strategy Development
Justin Clark	Managing Director	22/03/2013	4	500	2000	Administration	Media engagement
Lisa Cherry	Director 1	22/03/2013	1	485	495	Assets	Discuss insurance with ABW. Call to Andrea @ Blue. Email to RFZ/CMA re: info required.
Lisa Cherry	Director 1	22/03/2013	0.2	485	97	Assets	Discussion with ABW re: insurance timing. Email to CMA.
Lisa Cherry	Director 1	22/03/2013	0.5	485	242.5	Investigations	Start completing PI insurance form.
Andrew Stokes	Director	22/03/2013	2	400	800	Administration	Media engagement
Renee Lobb	Manager 2	22/03/2013	1	395	395	Administration	Preparation for coast meetings. Reviewing emails and printing FAQ, media releases, circulars reports etc.
Renee Lobb	Manager 2	22/03/2013	0.9	395	355.5	Trade-On	Dealing with investor enquiries. Meet with JED on same and send drafted emails with appropriate edits.

Renee Lobb	Manager 2	22/03/2013	2.2	395	889	Trade-On	Travel to and from the Gold Coast. Meet with LMIM staff on investor matters. Gain understanding of funds management and investor and adviser structures. Discuss available investor and adviser information for the purpose of sending circulars. Discuss queries received by staff members at LMIM. Incorporate these into the redrafting of the investor circular.
Renee Lobb	Manager 2	22/03/2013	4.1	395	1619.5	Trade-On	Discussion with all FRI staff re overview of funds and FTI staff roles in administration. Discuss investor email mail out and work on investor and adviser circulars and FAQ. Discuss media issues etc. Travel back from gold coast.
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.5	325	162.5	Trade-On	Cash flow
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.5	325	162.5	Administration	Various info in re balance sheets/cash flow. Save under server.
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.5	325	162.5	Administration	Meeting with GOK re list of issues
Mohamed Almulla	Senior Accountant 1	22/03/2013	0.4	325	130	Trade-On	Discuss with Stewart first meeting of Creditors - Attendance List
Daniel Billings	Senior Consultant	22/03/2013	2	300	600	Administration	Media engagement
Daniel Billings	Senior Consultant	22/03/2013	1	300	300	Administration	Media monitoring
Jessica Jedynek	Senior Accountant 1	22/03/2013	2.2	285	627	Administration	ASIC Report; prepare ASIC report 2 addressing questions raised by Tim Walker. Circulate first draft to GDM/JED as requested.
Benjamin Robson	Accountant	22/03/2013	0.5	235	117.5	Trade-On	Administration - meeting on Cash flow, statement of position and general progress of job
Sharon Campione	Administration	22/03/2013	1.5	130	195	Trade-On	Administration; chase up go liv with webpage
Ginette Muller	Senior Managing Director	23/03/2013	4	575	2300	Administration	Attend the office and commence returning calls to advisers concerned about their clients throughout Asia. Prepare file notes for RCI to follow up. Answer emails regarding same
Joanne Dunn	Senior Managing Director	23/03/2013	1.1	575	632.5	Trade-On	Correspond with GDM and RCI re investor and advisor correspondence. Update FAQs and circular, confirm finalisation with GDM.
Joanne Dunn	Senior Managing Director	23/03/2013	0.8	575	480	Trade-On	Review investor and advisor queries - forward to RCI
John Park	Senior Managing Director	23/03/2013	0.7	575	402.5	Administration	Administration - review investor update. Deal with queries. Emails in KWM.
Kelly-Anne Trenfield	Senior Managing Director	23/03/2013	0.4	575	230	Administration	Administration - clear emails in; notes re structure/o/issues; investor FAQs
Glenn O'Kearney	Director 2	23/03/2013	1.5	545	817.5	Trade-On	review information re investor queries/advisor queries/ notes to staff re tracking enquiries. Note to Renee re clarity on enquiries. Review updates in from team re investor relations etc. review circular to investors/FAQ etc. note to kit re experience on files. Note to Renee re commission etc. consider issues for pod - related creditors /funds etc.
Renee Lobb	Manager 2	23/03/2013	1.6	395	632	Trade-On	creating schedule of investor and creditor enquiries and nature of same including response time and receipt date and contact details. Discuss with JED and GDM.
Daniel Billings	Senior Consultant	23/03/2013	0.5	300	150	Administration	Media monitoring
Ginette Muller	Senior Managing Director	24/03/2013	1	575	575	Administration	Media queries from Justin. Chase KAT. Answer emails and follow up on outstanding overseas issues.
Joanne Dunn	Senior Managing Director	24/03/2013	0.8	575	480	Trade-On	Review and approve, amend, comment on various investor correspondence with RCI.
Kelly-Anne Trenfield	Senior Managing Director	24/03/2013	0.4	575	230	Administration	Administration - planning/ allocation schedule/ set up org file
Glenn O'Kearney	Director 2	24/03/2013	0.2	545	103	Trade-On	review of email updates etc. note to Renee/jo re investor query.
Glenn O'Kearney	Director 2	24/03/2013	0.1	545	54.5	Trade-On	note to Ollie re fix issues.
Justin Clark	Managing Director	24/03/2013	3	500	1500	Administration	Media engagement
Christine Alterator	Director 1	24/03/2013	0.4	485	194	Administration	Administration review various emails in re investor/advisor correspondence
Renee Lobb	Manager 2	24/03/2013	0.3	395	118.5	Trade-On	Making edits to investor responses and sending same.
Renee Lobb	Manager 2	24/03/2013	1.4	395	553	Trade-On	Reviewing and drafting responses to investor queries. Checking investor list for Annemarie Feyer. Email SC re full listing of investors and advisors. Email GDM re investor circular and send to strat comm revised version.

	Manager 2	24/03/2013	0.3	395	118.5	Trade-On	Further drafting of investor and advisor enquiry return emails. Send to JED for review.
Renee Lobb	Manager 2	24/03/2013	1.7	395	671.5	Trade-On	Reviewing investor enquiries. Updating spread sheet and sending emails with RTCs to those advises GDM spoke with yesterday. Raise queries re investor FAQs and wrong email. Emails with GOK re ISIN numbers requested by adviser. Amend investor circular. Send to GDM and JED.
Ginette Muller	Senior Managing Director	25/03/2013	3	575	1725	Administration	Time spent dealing with overseas offices and guidance to staff regarding same;
Ginette Muller	Senior Managing Director	25/03/2013	4	575	575	Administration	Teleconference Peter Kunde at 7am
Joanna Dunn	Senior Managing Director	25/03/2013	0.2	575	115	Administration	Review FTI Strat Comm agreement and organise for GDM and JRP to sign.
Joanne Dunn	Senior Managing Director	25/03/2013	4.9	575	2817.5	Trade-On	Creditors - LMIM in own right - Investor and advisors - review email queries and discuss with RCL. Discuss investor circular and organise mail out for those without email addresses and coordinate email posting for those with emails. Review email and post list and query missing data with LM staff. Coordinate Adviser teleconference and update GDM. Update progress sheet for meeting
John Park	Senior Managing Director	25/03/2013	2.7	575	1552.5	Administration	Administration - meeting with Peter Schmidt / Philip Pan. High level strategy review GDM / DJB. Review Deutsche Bank position.
Kelly-Anne Trenfield	Senior Managing Director	25/03/2013	0.1	575	57.5	Employees	Employees - review employment termination
Kelly-Anne Trenfield	Senior Managing Director	25/03/2013	1.1	575	632.5	Trade-On	Administration - mail in; gok update re admin; general appointment details; djb update; media queries; review media script with SC; update role structure
Anthony Quech	Senior Managing Director	25/03/2013	2	566.67	1133.34	Administration	Resourcing requirements and meetings
Damian Bender	Senior Managing Director	25/03/2013	1	550	550	Administration	Administration LMIM as RE/Trustee file review JRP / GDM all relevant issues media / progression of administration
Damian Bender	Senior Managing Director	25/03/2013	1	550	550	Trade-On	Travelling Time to and from gold coast
Damian Bender	Senior Managing Director	25/03/2013	0.5	550	275	Trade-On	Assets LMIM as RE/Trustee meet with Benedict Pascoe review situation with respect to servers.
Sally McBryde	Managing Director	25/03/2013	0.5	550	275	Trade-On	Meeting with company's brokers, ABG, discuss PI insurance, review information required for PI and other insurance
Sally McBryde	Managing Director	25/03/2013	1	550	550	Employees	Review contract for Michael Skeggs, various emails and discussions with LM staff re employment of overseas staff, termination letter, email same to Michael Skeggs, review various overseas staff employment contracts and consider redundancy position
Sally McBryde	Managing Director	25/03/2013	3.2	550	1760	Trade-On	Attend premises, meetings with staff, locate information, updates on funds and strategy, insurance information, providing info for cash flow/SOP, dealing with suppliers, creditors
Andrew Weatherley	Director 2	25/03/2013	0.1	545	54.5	Employees	Check final Employees NTC
Brendan Nixon	Director 2	25/03/2013	1.5	545	817.5	Employees	Administration LMIM in own right - meeting with GDM re: overview of appointment and overseas offices; drafted update summary of overseas operations; spoke with SMB & BR re: net financial positions; reviewed file note re: financial analysis of overseas entities; reviewed various emails cord between GDM and overseas regional manager.
Glenn O'Kearney	Director 2	25/03/2013	0.8	545	436	Trade-On	meeting with suncorp bus banker re accounts/issues with freezing etc. prepare letters to suncorp re accounts - calls from suncorp clarifying issues with accounts. Liaise with ft team re accounts. Review HSBC accounts - discussions with Eyn re these accounts.
Justin Clark	Managing Director	25/03/2013	2	500	1000	Administration	Internal briefings / research
Justin Clark	Managing Director	25/03/2013	5	500	2500	Administration	Media engagement
Justin Clark	Managing Director	25/03/2013	1.5	500	750	Administration	Media monitoring
Christine Aterator	Director 1	25/03/2013	0.3	485	145.5	Assets	Assets LMIM as RE/Trustee review email in from LMC re insurance queries and respond
Ryan Zorgrager	Director 1	25/03/2013	0.4	485	194	Administration	Prepare press related fund summary for investors to Justin and KAT of FTI
Ryan Zorgrager	Director 1	25/03/2013	0.4	485	194	Administration	Set-up asset based cost allocation codes with CH

Ryan Zorgrager	Director 1	25/03/2013	1.5	485	727.5	Assets	Travel to and meeting with Suncoorp Representatives regarding LM controller and fund level accounts, treatment and handling going forward
Ryan Zorgrager	Director 1	25/03/2013	1.2	485	582	Employees	Prepare employees by fund summary
Benedict Pasco	Managing Director	25/03/2013	8.5	486.6866667	3966.6667	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the 'Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001' and all matters relating to it.
Andrew Stokes	Director	25/03/2013	1	400	400	Administration	Media engagement
Renee Lobb	Manager 2	25/03/2013	0.4	395	158	Administration	Reviewing and responding to numerous emails re investor listings. Follow up LM staff re timing of receipt of full investor and adviser listing. Review and save media coverage from today.
Renee Lobb	Manager 2	25/03/2013	0.2	395	79	Assets	Return call from Ian Triganza. Discuss property assets and only prelin.
Renee Lobb	Manager 2	25/03/2013	4	395	1580	Trade-On	Working through investor listing and creating email groups to send correspondence to investors. Liaise with IT and draft all emails for same. Returning emails from advisers enquiring as to whether teleconference will be recorded. Commence work on teleconference questions.
Renee Lobb	Manager 2	25/03/2013	3	395	1185	Trade-On	Working on teleconference queries and answers. Sending all investor circular emails in batches.
Renee Lobb	Manager 2	25/03/2013	2.7	395	1066.5	Trade-On	Discussing investor enquiry with JED. Take call from Stuart at the GC office re combined queries for commissions and advisers. Review with JED investor/adviser spread sheet and discuss with JR no of reports/labels needed for airt investors. Working through investor enquiries and updating investor/adviser log spread sheet with responses. Send commission enquiry to GOK.
Renee Lobb	Manager 2	25/03/2013	0.1	395	39.5	Trade-On	With GDM re investor circular. Arrange for upload onto LM investment website.
Andrea Antonino-Balce	Director	25/03/2013	5	380.95	1904.75	Administration	Gathering of information to build the cash flow model and project template. This included liaison/meetings with other FTI personnel and LM investment personnel.
Eloa Zuardi	Senior Accountant 2	25/03/2013	0.5	325	182.5	Trade-On	Email out to Macquarie telecom re phone lines unable to identify. Create schedule of all phone lines & recommendation
Eloa Zuardi	Senior Accountant 2	25/03/2013	0.2	325	65	Trade-On	Follow up IT re phone lines
Daniel Billings	Senior Consultant	25/03/2013	1	300	300	Administration	Media engagement
Jessica Jedynek	Senior Accountant 1	25/03/2013	0.1	285	28.5	Administration	Read and acknowledge facts in circular to investors
Benjamin Robson	Accountant	25/03/2013	0.1	235	23.5	Trade-On	Administration - perusal email Chris Beaumont Telstra lines
Joan Springate	Administration	25/03/2013	0.2	130	26	Trade-On	account opening letter to bank
Julie Ross	Administration	25/03/2013	5	130	850	Administration	Administration LMIM in own night - organising with printer to photocopying 2000 reports as well as stuffing into envelopes and labelling; printing our labels for 5000 reports; printing reports; franking
Ginette Muller	Senior Managing Director	26/03/2013	9	575	51.75	Administration	6 Teleconference meetings conducted during the day consisting of approximately one hour each commencing at 9:00am with NZ; preparation and summarising each call depending upon different interests for particular regions. Most calls early in the day were querying MIF and later in the day queried MPP. See file note for ASIC regarding same. Deal with Media strategy and issues arising from same; answer queries from Strat Comm; Emails from numerous advisers; lawyers and ASIC; Return telephone calls and provide direction to staff. Oversee issues pertaining to overseas offices.
Joanne Dunn	Senior Managing Director	26/03/2013	1.1	575	632.5	Trade-On	Review numerous investors queries and RCL's draft responses, amend or approve.
Joanne Dunn	Senior Managing Director	26/03/2013	4.5	575	2587.5	Trade-On	Investor and Adviser relations - assist RCL with responses to queries; correspond with LM staff re adviser teleconferences; set up of database.

John Park	Senior Managing Director	26/03/2013	4	575	2300	Administration	Administration LMIM as RE/Trustee - finalise updates to media enquiries. Review updates to ASIC. Review affidavit material from KWM regarding YA extension and court application to be appointed as Receiver. Briefing staff on strategy issues.
Kelly-Anne Trenfield	Senior Managing Director	26/03/2013	0.7	575	402.5	Creditors	Creditors LMIM as RE/Trustee - gdm re advisor calls; sit in on advisor calls
Anthony Quach	Senior Managing Director	26/03/2013	2	566.67	1133.34	Administration	Correspondence on scope and review of company information
Sally McByrde	Managing Director	26/03/2013	0.5	550	275	Trade-On	Reviewing insurance information requirements, arrange meeting with Blue Broking with relevant LM employees, review project management contracts
Sally McByrde	Managing Director	26/03/2013	1.5	550	825	Trade-On	Attend premises, discussions with staff members, obtain information, update on admin position, dealing with critical issues, strategy
Brendan Nixon	Director 2	26/03/2013	0.7	545	381.5	Employees	Administration LMIM in own right - ph. call with SMB re: update on overseas bank accounts & other overseas office issues; email to GDM/SMB re: seeking clarification of various issues (books & records, foreign bank accounts, etc.) to query regional managers and/or LM HQ; review emails from GOK & Eica re: overseas office leases; phoned & left mgs for Eica.
Glenn O'Kearney	Director 2	26/03/2013	3.5	545	1907.5	Trade-On	liaise with various team members re roles. Discussions with Jo/Renee re investor/advisor issues. Liaise with Im tariff regarding quarantined funds investors. Call trust company and qualify banking/controls etc. Review and sign off on payments ops. Review prepaid balances information and liaise with solicitor regarding matter, review correspondence form party seeking funds - send proposal to DJB for review. Liaise with very re trust co charges - note to rfz. General updates/review wof email correspondence received etc. discussions with Luke at Mallesons regarding financial reports - discuss with Sally re MIF reporting.
Oliver Schweitzer	Managing Director	26/03/2013	0.2	545	109	Administration	lim emails and proposed change to FAQ
Justin Clark	Managing Director	26/03/2013	1.5	500	750	Administration	Internal briefings / research
Justin Clark	Managing Director	26/03/2013	4	500	2000	Administration	Media engagement
Lisa Cherry	Director 1	26/03/2013	0.1	485	48.5	Administration	Call with SAM re: insurance update. Discuss with ABW.
Lisa Cherry	Director 1	26/03/2013	0.3	485	145.5	Assets	Discuss preparing register of interest parties in purchase of assets with ABW. Return ph. call with Winne Ghin of Morgan Stanley.
Lisa Cherry	Director 1	26/03/2013	0.3	485	145.5	Assets	Email in from Morgan Stanley re: registering their interest in purchase of assets.
Lisa Cherry	Director 1	26/03/2013	0.3	485	145.5	Assets	Review insurance emails from team members. Fwd all to Andrea @ blue.
Ryan Zorgrager	Director 1	26/03/2013	2.5	485	1212.5	Administration	Conference calls with Aline and Hanane to train up in relation to fund payments and reporting. Provide summarise and briefing notes for implementation of new structure
Benedict Pasco	Managing Director	26/03/2013	7.5	466.6666667	3600	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Renee Lobb	Manager 2	26/03/2013	2.1	395	829.5	Creditors	Dealing with teleconference issues and investor/advisor queries. Liaising with Michelle and Caela at LM re new conference details. Individually contact those who were unable to join 1.30pm conference and provide an alternate conference time and details. Also send additional toll free numbers for Indonesia and Singapore who requested it.
Renee Lobb	Manager 2	26/03/2013	1	395	395	Creditors	Liaising on numerous occasions with Michelle Ballant on teleconferencing details and sending these to appropriate FTI staff. Responding to queries re unable to access teleconference and arrange for invite to be changed to explain not all carriers will accept the toll free number
Renee Lobb	Manager 2	26/03/2013	0.2	395	79	Creditors	Respond to irate adviser who was unable to access teleconferences. Confirm that not all carriers will accept the toll free number and advise we would be happy to answer his queries separately. Respond to query of a similar nature also.

Renee Lobb	Manager 2	26/03/2013	1	395	395	Creditors	Dealing with teleconference issues and responding individually to all those who could not attend the conference due to old details. Taking calls re same.
Renee Lobb	Manager 2	26/03/2013	0.2	395	79	Creditors	Send email to Anne-Marie reyer after confirming investor details providing details if creditors meeting. Email Jon Davies and Bernard Duncan re assistance offered in teleconference this morning re adviser and investor correspondence.
Renee Lobb	Manager 2	26/03/2013	2.2	395	869	Creditors	Setting up for teleconference of investors. Speaking with GDM and Michelle Ballard from LM re same. Discuss returned emails with Jed from investor circular and who to send to. Send email to Michelle re same. Drafting adviser query responses and send to JED for review. Fwd employee enquiry to SAM. Speak with Michelle re 10:30 conference time details.
Renee Lobb	Manager 2	26/03/2013	2.4	395	948	Creditors	Drafting email responses to further teleconference issues for 4-4:30. Drafting email responses to investor and adviser queries. Send to JED for review
Renee Lobb	Manager 2	26/03/2013	2.4	395	948	Trade-On	Drafting investor responses and sending to Jed for approval. Send in excess of 20 individuals responses for approval.
Andrea Antonino-Balce	Director	26/03/2013	7.5	380.95	2857.125	Administration	Gathering and review of information to build the cash flow model and project template. This included liaison/meetings with other FTI personnel LM investment personnel.
Eloa Zuardi	Senior Accountant 2	26/03/2013	0.5	325	162.5	Trade-On	Phone call and email out to Iseel. Email to Chris from IT re internet connections needed
Eloa Zuardi	Senior Accountant 2	26/03/2013	0.5	325	162.5	Trade-On	Phone call and email out to Telstra. Email to Chris from IT re phone lines needed
Eloa Zuardi	Senior Accountant 2	26/03/2013	0.3	325	97.5	Trade-On	Phone call out to various suppliers re cutting services/open new a/sss
Daniel Billings	Senior Consultant	26/03/2013	0.5	300	150	Administration	Media monitoring
Benjamin Robson	Accountant	26/03/2013	0.1	235	23.5	Trade-On	Administration LMIM as RE/Trustee - perusal emails from LM managers
Benjamin Robson	Accountant	26/03/2013	1.1	235	258.5	Trade-On	Administration LMIM as RE/Trustee - Cash Position Work
Benjamin Robson	Accountant	26/03/2013	0.1	235	23.5	Trade-On	Administration LMIM as RE/Trustee - MYOB account set up
Joan Springate	Administration	26/03/2013	1.5	130	195	Trade-On	Adding accounts to MYOB & Knaed
Jullie Ross	Administration	26/03/2013	3.3	130	429	Administration	Labelling envelopes for report and discussion with RL re printing
Nicholas Remelt	Administration	26/03/2013	4.5	130	595	Administration	Mailing to Investors
Ginette Muller	Senior Managing Director	27/03/2013	1	575	575	Administration	Attend ASIC meeting at 11:30am and conclude at 12:30.
Ginette Muller	Senior Managing Director	27/03/2013	0.5	575	287.5	Administration	Preparation for Telephone Hook-up at 7pm
Ginette Muller	Senior Managing Director	27/03/2013	0.5	575	287.5	Administration	Telephone hook-up with Advisers at 5pm until 5:30pm. Update creditors on the situation and answer questions
Ginette Muller	Senior Managing Director	27/03/2013	0.5	575	287.5	Administration	1:30 to 2:30 receive and reply to emails; delegate creditor, advisor and investor correspondence to RCL and Gok where possible and respond to some myself; call from Philip in relation to the court applications for both extension to the convening period and the application for Receivership to the MPF.
Ginette Muller	Senior Managing Director	27/03/2013	1.5	575	862.5	Administration	Oversees matters including providing guidance to EIN to ensure each office is on track to closure; employee entitlements and regulatory matters. Complete report to ASIC and email to Tim Williams; guidance to RCL and JJ in terms of the attachments necessary to provide to ASIC
Ginette Muller	Senior Managing Director	27/03/2013	2.5	575	1437.5	Administration	Preparation for Telephone Hook-up at 3pm at 2:30pm; attend conference and answer Questions. Decide to prepare a proper script for same.
Joanne Dunn	Senior Managing Director	27/03/2013	0.8	575	460	Administration	Media - review and amend headline message and send to Justin Clark at Strat Comm. Discuss updating media at meeting with DB and GDM.
Joanne Dunn	Senior Managing Director	27/03/2013	0.7	575	402.5	Trade-On	Review and approve/amend numerous investor query responses as drafted by RCL.
Joanne Dunn	Senior Managing Director	27/03/2013	4	575	2300	Trade-On	Investor correspondence - review queries and assist RCL with responses. Prepare FAQ list for internal responses.

Kelly-Anne Tranfield	Senior Managing Director	27/03/2013	0.3	575	172.5	Administration	Administration - media/investor queries; calls and emails
Damian Bender	Senior Managing Director	27/03/2013	1	550	550	Trade-On	Travelling Time travel from GC / file review of day with GDM 7JP by phone
Damian Bender	Senior Managing Director	27/03/2013	1.2	550	660	Creditors	Creditors LMIM as RE/Trustee attend advisor calls throughout the day
Damian Bender	Senior Managing Director	27/03/2013	0.9	550	495	Investigations	Investigations overview of IT setup / meet with Ben Pasco / review of system notes / review AB spreadsheet set ups
Damian Bender	Senior Managing Director	27/03/2013	1	550	550	Trade-On	Meetings / Conferences / Minutes. Meet with Peter Drake re insurance business / cancellation of license / issues with respect to his on going involvement
Damian Bender	Senior Managing Director	27/03/2013	1.4	550	770	Trade-On	File Review general email correspondence on all issues / media / Hong Kong assets/ insurance / legal issues sheets / cash bankings etc.
Sally McByrde	Managing Director	27/03/2013	0.1	550	55	Trade-On	Request for access to ex staff members account for purposes of information for debt collection, discuss risk with Ben Pasco
Sally McByrde	Managing Director	27/03/2013	0.5	550	275	Trade-On	Telephone call with Blue broking, Carolyn Hodges & Amy Dike of FTI re insurance issues, review required information and request information from team members/FT staff
Sally McByrde	Managing Director	27/03/2013	1.7	550	935	Trade-On	Attend premises, deal with administration issues, suppliers, employees, queries from LM staff re issues, insurance, strategy
Andrew Weatherley	Director 2	27/03/2013	0.2	545	109	Assets	Add interested parties to schedule (x2), review background to parties
Andrew Weatherley	Director 2	27/03/2013	0.1	545	54.5	Trade-On	Email from EBZ encl letter to South Africa lease, check, amend and send to CD for final BJN re int entities
Brendan Nixon	Director 2	27/03/2013	4	545	2180	Employees	Creditors LMIM in own right - emails to various overseas office employees and LM (Australia) staff re: overseas staff entitlements and entities; email to FTI UAE re assistance with Dubai office; email updates to GDM/SMB/JEJ & prepare status update file notes; email to GOK re: update on Bangkok and Joburg office leases; review & update file notes for ASIC.
Glenn O'Keamey	Director 2	27/03/2013	1	545	545	Trade-On	discussions with Jessica re advisor lists, notes re investors from Jo and Renee - discussions with Renee. Note to Kelly on investor issues. Reply to various investor/advisor queries re quarantined funds.
Clare Birnie	Director 1	27/03/2013	1.9	485	921.5	Administration	Administration LMIM in own right- Task received from JED in regards to the Advisor/Investor spreadsheet, review data and establish relationships between the data. Sort the data and begin to insert PNDT tables and VBA Excel code to generate reports for mail out listings for Advisor/Investors.
Lisa Cherry	Director 1	27/03/2013	0.4	485	194	Assets	Administration LMIM in own right- Task received from JED in regards to the Advisor/Investor spreadsheet, review data and establish relationships between the data. Sort the data and finalise VBA Excel code to generate reports for mail out listings for Advisor/Investors.
Lisa Cherry	Director 1	27/03/2013	0.3	485	145.5	Assets	Start s/sheet regarding parties interested in the purchase of any assets. Fwd link to ABW.
Lisa Cherry	Director 1	27/03/2013	0.2	485	97	Trade-On	Emailing all insurance details to SAM.
Matthew Glenan	Director 1	27/03/2013	0.4	485	194	Employees	Receive dhtq in mail. Scan and email to SAC with instructions to receipt.
Ryan Zengdrager	Director 1	27/03/2013	4.8	485	2328	Trade-On	Employees: Reviewed all emails forwarded by JEJ in relation to the wind down of overseas offices, Hong Kong, South Africa, Bangkok, UAE, London and Canada. Reviewed emails from employees with queries as to the wind down. Prepared for meeting with BJN on all matters surrounding the wind down.
Benedict Pasco	Managing Director	27/03/2013	8.5	466,666,667	3966,6667	Administration	Attendance at site for credit committee meeting, re-structuring of payment process and controls. Implementation of purchase order system.
							Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.

Renee Lobb	Manager 2	27/03/2013	0.8	395	316	Investigations	Compiling information to respond to ASIC. Compile full adviser listing.
Renee Lobb	Manager 2	27/03/2013	1.2	395	474	Trade-On	Return call from Susie Keady at Macquarie re potential VA funding. Drafting and sending out further investor queries.
Renee Lobb	Manager 2	27/03/2013	2.9	395	1145.5	Trade-On	Drafting responses to investor queries and send to Jed also send teleconference voice recording to those who requested it and call back John Ryan investor from Tuesday. Send email.
Renee Lobb	Manager 2	27/03/2013	0.5	395	197.5	Trade-On	Drafting email responses to investors and advisers.
Renee Lobb	Manager 2	27/03/2013	1.7	395	671.5	Trade-On	Responding to numerous investor and teleconference queries. Discuss teleconference complaint with GDM and deal with same.
Renee Lobb	Manager 2	27/03/2013	0.7	395	276.5	Trade-On	Responding to numerous investor/adviser enquiries. Speak with Glenn re certain responses on using fund assets for LMIM creditors.
Andrea Antonino-Balce	Director	27/03/2013	7.5	380.95	2857.125	Administration	Gathering and review of information to build the cash flow model and project template. This included liaison/meetings with other FTI personnel LM investment personnel.
Eloa Zuendi	Senior Accountant 2	27/03/2013	0.5	325	162.5	Trade-On	Private call in/out to various suppliers re cutting services/open new a/css
Daniel Billings	Senior Consultant	27/03/2013	2	300	600	Administration	Internal briefings / research
Jessica Jedyrak	Senior Accountant 1	27/03/2013	2	285	570	Administration	ASIC Report 2: As per GDM instructions - review report and identify errors, instruct CSW to make changes, prepare all annexures in both electronic and print form, obtain USB drive and copy collated and merged covering letter and annexures for ASIC review, present USB and hard copy to GDM in preparation for ASIC meeting
Benjamin Robson	Accountant	27/03/2013	0.6	235	141	Trade-On	Administration LMIM as RE/Trustee - MYOB vouchers and transfer of funds work
Priscilla Williams	Administration	27/03/2013	0.8	180	104	Administration	Several revisions to Letter to ASIC and discussions with GDM, JEI to reach finalisation.
Ghette Muller	Senior Managing Director	28/03/2013	3	575	1725	Administration	Emails updating staff about the last few days of telephone hook-ups with consultants/advisers and their concerns. Staff meeting at 9:00am to discuss media expectations; creditor meeting scheduled for Tuesday and difficulties that may be encountered due to overseas attendance; speaking notes review and check with lawyers regarding application for the extension of the convening period and appointment of receivers to the MPF. Oversight of the overseas offices with BJN, receive and reply to numerous emails requesting additional information; agree to post the 1st notice to creditors on the website.
Joanne Dunn	Senior Managing Director	28/03/2013	0.8	575	460	Administration	Review and update of website for ASIC complaints and creditor circular.
Joanne Dunn	Senior Managing Director	28/03/2013	0.8	575	460	Trade-On	Assist RCL with investor queries - amend and approve.
Joanne Dunn	Senior Managing Director	28/03/2013	1.5	575	862.5	Trade-On	Assist RCL with investor email queries.
Joanne Dunn	Senior Managing Director	28/03/2013	0.5	575	287.5	Trade-On	Finalise circular to advisers, obtain approval from JRP, circular to team. Instruct SC to update website. Update and circulate FAQs.
John Park	Senior Managing Director	28/03/2013	4.4	575	2530	Administration	Preparation for creditors meeting. Briefing with staff on all VA outstanding matters. Discussions with KWM around legal strategy and issues. Teleconference with Deutsche Bank. Review updated position statement.
Kelly-Anne Trenfield	Senior Managing Director	28/03/2013	0.3	575	172.5	Administration	Administration LMIM as RE/Trustee - mail in re legal matters; update summary
Kelly-Anne Trenfield	Senior Managing Director	28/03/2013	0.2	575	115	Creditors	Creditors - investor/adviser emails in; provide comments to RCL
Kelly-Anne Trenfield	Senior Managing Director	28/03/2013	0.4	575	230	Creditors	Administration - mail in; commentary for response to media/creditors/investors/advisors
Kelly-Anne Trenfield	Senior Managing Director	28/03/2013	0.2	575	115	Creditors	Creditors - emails re trust/investors/media
Damian Bender	Senior Managing Director	28/03/2013	1	550	550	Administration	Administration preparation and review for media conference call attend conference call
Sally McBryde	Managing Director	28/03/2013	0.1	550	55	Employees	Review contract for Tara's local determine entity employed, instructions to SAC re termination letter

Brendan Nixon	Director 2	28/03/2013	0.5	545	272.5	Employees	Administration LMIM in own right - ph. call from Katy Phillips re: discussing NZ office & HK winding-up issues; email to John Batchelor re: Katy's queries; reviewed HK entity winding-up documents & emailed DJB re: proceeding; reviewed email from Katy Phillips re: Martin Yennier (HK employee) contract & forward to FTI HK office to investigate.
Brendan Nixon	Director 2	28/03/2013	2	545	1090	Employees	Administration LMIM in own right - handover briefing to Matt Glennon; ph. call to SMB re: following-up termination letters & notices of entitlements; emails to Nick Glover (JAE); email to Bell Gully Lawyers (NZ); email to Chris Larkie (FTI UAE); ph. call with John Hobday (FTI UAE); ph./email with Katy Phillips re: update on Thai employees; forward GOK re: winding-up documents for LMIM; email reply to former Sith African employee.
Brendan Nixon	Director 2	28/03/2013	1	545	545	Employees	Administration LMIM in own right - review/respond to emails from Sarah Williams (Sith Africa), Wendy List (HK), Nick Glover (JAE), James Young (Thailand); email to SMB re: clarifying instructions of termination & entitlement letters to staff; ph. Donna @ LM GC re: NZ office; email to Stuart Clancy re: additional Canadian unsecured creditor.
Glenn O'Kearney	Director 2	28/03/2013	0.4	545	218	Trade-On	consider response investor query for Renee Job. Draft reply to advisers re quarantined funds. Note for Kelly/gdm on issue. General update on other matters related to RE.
Oliver Schweizer	Managing Director	28/03/2013	0.2	545	109	Administration	review and response to FaQ by JED
Christine Alterator	Director 1	28/03/2013	1.4	485	679	Administration	Administration LMIM as RE/Trustee Team teleconference and further discussion with REZ and KAT
Matthew Glennon	Director 1	28/03/2013	0.1	485	48.5	Administration	Administration: Reviewed email from HK office in relation to the wind down of the HK entity.
Matthew Glennon	Director 1	28/03/2013	1.4	485	679	Employees	Administration: LMIM in own right: Meeting with BJN for handover for the winding down of all overseas offices with related employee issues. Discussed UEA wind down issues with John Hobday of FTI UEA. General update from BJN as to the status of London, South Africa, Hong Kong, New Zealand, Canada and Thailand, prepared notes on all outstanding issues. Call to SMB for an update on the employee entitlements.
Matthew Glennon	Director 1	28/03/2013	0.2	485	97	Administration	Administration: Reviewed email to UAE employee requesting details. Reviewed email to Chris Larking of FTI UAE for assistance on wind up of UAE Company.
Matthew Glennon	Director 1	28/03/2013	0.2	485	97	Employees	Administration: Meeting with BJN to call Solicitor Hayden Wong in NZ for quote on wind down of NZ office. Reviewed email to Hayden Wong.
Matthew Glennon	Director 1	28/03/2013	0.1	485	48.5	Employees	Employees: Emails with details of South African employee's employment contract
Matthew Glennon	Director 1	28/03/2013	0.2	485	97	Employees	Employees: Reviewed the calculation of the employee entitlements for the Thailand office, briefly discussed with BJN re notice entitlement.
Benedict Pasco	Managing Director	28/03/2013	7.5	488.6866667	3500	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the 'Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001' and all matters relating to it.
Andrew Stokes	Director	28/03/2013	1	400	400	Administration	Media engagement
Renee Lobb	Manager 2	28/03/2013	1.8	395	711	Administration	Filing all saint unit holder, investor and teleconference emails. Discussions with GDM re teleconference recordings and with Jed re level of enquiry
Renee Lobb	Manager 2	28/03/2013	1.2	395	474	Administration	Firm catch up on progression of all allocated tasks to date and conduct of creditors meetings, media, investors etc.
Renee Lobb	Manager 2	28/03/2013	2.5	395	987.5	Trade-On	Dealing with teleconference and creditor and investor emails. Send same.
Renee Lobb	Manager 2	28/03/2013	1.6	395	632	Trade-On	Responding to and drafting investor and adviser query emails.
Renee Lobb	Manager 2	28/03/2013	0.7	395	276.5	Trade-On	Continue to respond to investor emails.
Renee Lobb	Manager 2	28/03/2013	1.1	395	434.5	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	28/03/2013	1.3	395	513.5	Trade-On	responding to investor queries.

Renee Lobb	Manager 2	28/03/2013	2	395	790	Trade-On	responding to investor and adviser emails. Providing directions to view circular and answering numerous queries re commissions, returns etc.
Andrea Antonino-Balce	Director	28/03/2013	7.5	380.95	2857.125	Administration	Development of a project template reflecting plans for the fund's assets and claims against it
Daniel Billings	Senior Consultant	28/03/2013	0.8195	300	245.8599	Administration	Internal briefings / research
Benjamin Robson	Accountant	28/03/2013	0.2	235	47	Trade-On	Administration LMM as RE/Trustee - request cheque be processed manually from pre appointment accounts
Benjamin Robson	Accountant	28/03/2013	0.2	235	47	Trade-On	Administration - MYOB work for cheques to be banked
Joan Springate	Administration	28/03/2013	0.1	130	13	Trade-On	Receipts Voucher
Joan Springate	Administration	28/03/2013	0.2	130	26	Trade-On	Receipt & Payment Voucher
Julia Ross	Administration	28/03/2013	0.2	130	26	Administration	Administration LMM in own right- call to Auscript regarding transcription of teleconference calls in reference to request from JED. Spoke to Mari Lee with JED regarding process and costings
Joanne Dunn	Senior Managing Director	29/03/2013	1	575	575	Trade-On	Investor queries - assist RCL with answering queries.
Renee Lobb	Manager 2	29/03/2013	0.5	395	197.5	Trade-On	responding to investor and adviser emails. Providing directions to view circular and answering numerous queries re commissions, returns etc.
Renee Lobb	Manager 2	29/03/2013	2	395	790	Trade-On	responding to investor and adviser emails. Providing directions to view circular and answering numerous queries re commissions, returns etc.
Renee Lobb	Manager 2	29/03/2013	1.2	395	474	Trade-On	responding to investor and adviser emails. Providing directions to view circular and answering numerous queries re commissions, returns etc.
Daniel Billings	Senior Consultant	29/03/2013	0.5	300	150	Administration	Media monitoring
John Park	Senior Managing Director	30/03/2013	0.2	575	115	Administration	Administration - discussions with Justin Clark
Renee Lobb	Manager 2	30/03/2013	0.8	395	316	Trade-On	responding to investor and adviser emails. Providing directions to view circular and answering numerous queries re commissions, returns etc.
Renee Lobb	Manager 2	30/03/2013	1.2	395	474	Trade-On	responding to investor and adviser emails. Providing directions to view circular and answering numerous queries. Filing all sent emails and dealt with enquiries in public folders also.
Renee Lobb	Manager 2	30/03/2013	1.8	395	711	Trade-On	responding to investor and adviser emails. Providing directions to view circular and answering numerous queries and filing all answered queries.
Renee Lobb	Manager 2	30/03/2013	3	395	1185	Trade-On	responding to further investor and adviser queries.
Benedict Pasco	Managing Director	31/03/2013	0.5	468.666667	233.33333	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Renee Lobb	Manager 2	31/03/2013	1.9	395	750.5	Trade-On	Responding to investor and creditor/adviser enquiries and filing all emails with responses.
Renee Lobb	Manager 2	31/03/2013	1.1	395	434.5	Trade-On	Responding to numerous investor queries and queries from LM staff for additional information.
Ginette Muller	Senior Managing Director	01/04/2013	2	575	1150	Administration	Media matters, further discussions and updates with Justin; discussion with DJB and his meeting with the Directors and what they are proposing to do going forward; whether they will attend the 1st meeting of creditors and their view of the future; discussions with Graham Staerk and who he is acting for going forward.
Ginette Muller	Senior Managing Director	01/04/2013	1	575	575	Administration	Answering emails from advisers; investors and staff; arranging for filing of same; updates to FTI Staff in relation to investors; advisers and overseas offices.
Joanne Dunn	Senior Managing Director	01/04/2013	0.7	575	402.5	Trade-On	Investor queries - assist RCL with answering queries.
Renee Lobb	Manager 2	01/04/2013	2.2	395	869	Trade-On	Responding to numerous investor queries, reviewing and forwarding creditors PODS and proxies to Stuart Clancy. Filing numerous sent and received emails also.

Renee Lobb	Manager 2	01/04/2013	0.8	395	316	Trade-On	Responding to numerous investor queries, reviewing and forwarding creditors PODS and proxies to Stuart, Clancy. Answering email queries from GDM.
Joanne Dunn	Senior Managing Director	02/04/2013	0.5	575	287.5	Administration	Meeting with RCI, to discuss progress with investor queries, review.
Joanne Dunn	Senior Managing Director	02/04/2013	0.6	575	345	Administration	Review ASIC document re hardship and exemptions. Send summary to GDM and KAT.
Joanne Dunn	Senior Managing Director	02/04/2013	1.3	575	747.5	Administration	LMIM website - update for further FAQs and investor links. Discuss with SC and RCL.
Kelly-Anne Trenfield	Senior Managing Director	02/04/2013	0.2	575	115	Administration	Administration LMIM as RE/emails in and responses re media queries
Kelly-Anne Trenfield	Senior Managing Director	02/04/2013	0.1	575	57.5	Administration	Administration LMIM as RE/Trustee - review amended fast for Investors
Kelly-Anne Trenfield	Senior Managing Director	02/04/2013	0.2	575	115	Creditors	Creditors LMIM as RE/Trustee - review and respond to RCI queries re investors - general re funds
Kelly-Anne Trenfield	Senior Managing Director	02/04/2013	0.1	575	57.5	Creditors	Creditors LMIM as RE/Trustee - mail in re alpha claim; email to Allent's
Darrian Bender	Senior Managing Director	02/04/2013	1.2	550	660	Trade-On	Travelling Time travel from Gold coast with Cameron KWM /
Justin Clark	Managing Director	02/04/2013	6.5	500	3250	Administration	Media engagement
Christine Alterator	Director 1	02/04/2013	0.1	485	48.5	Administration	Administration General day to day operations email out to Steve Hannan re investor numbers for each fund
Matthew Glennon	Director 1	02/04/2013	0.2	485	97	Administration	Administration: Call from GDM in relation to the winding up of the HK entity. Reviewed emails and provided draft appointment documents to GDM.
Matthew Glennon	Director 1	02/04/2013	0.3	485	145.5	Administration	Administration: Call to Katy Phillips in relation to the wind down of the overseas offices. Discussed issues with winding down UAE and Thailand. Discussed the potential sale of the FSA Licence for the UK entity. Email to GDM summarising the UK potential sale
Matthew Glennon	Director 1	02/04/2013	0.1	485	48.5	Administration	Administration: Call from GOK in relation to the HK wind up. Email appointment documents.
Matthew Glennon	Director 1	02/04/2013	0.1	485	48.5	Administration	Administration: Dealing with matters on the wind down of the HK entity.
Matthew Glennon	Director 1	02/04/2013	1.5	485	727.5	Employees	Employees: Detailed review of all overseas employees, and their employing entity. Collected all further details for numerous overseas employees. Email to Maribel of LM seeking contracts, updated the entitlements calculations of overseas employees.
Matthew Glennon	Director 1	02/04/2013	0.6	485	291	Employees	Employees: Reviewed the Labour Laws for overseas employees employed by LMIM, calculation of the overseas laws against contract and Australian National Employment Standards. Specifically reviewed NZ, SA and Canada
Matthew Glennon	Director 1	02/04/2013	0.1	485	48.5	Employees	Employees: Email from South African employee in relation to entitlements, reviewed the calculations and previous correspondence to the employee.
Matthew Glennon	Director 1	02/04/2013	0.1	485	48.5	Employees	Employees: Email from Canadian employee in relation to his termination. Reviewed the calculated entitlements.
Ryan Zengdrager	Director 1	02/04/2013	0.2	485	97	Administration	Email to Joanne Dunn RE investor correspondence on website
Benedict Pasco	Managing Director	02/04/2013	8	486.6666667	3733.3333	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Andrew Stokes	Director	02/04/2013	4.5	400	1800	Administration	Drafting materials
Renee Lobb	Manager 2	02/04/2013	0.9	395	355.5	Administration	Filing all sent and received emails and responding to investor and advise enquiries encl why investors aren't creditors.
Renee Lobb	Manager 2	02/04/2013	0.2	395	79	Trade-On	Answering queries mainly teleconference details.
Renee Lobb	Manager 2	02/04/2013	0.1	395	39.5	Trade-On	Send email to John Wu re voicemail.
Renee Lobb	Manager 2	02/04/2013	2.1	395	829.5	Trade-On	Returning adviser and investor queries, assisting AU with reception enquiries, explain teleconference details, where to find and reasoning for proxy form. Continue returning emails regarding teleconference details and Investments/adviser commissions

Renee Lobb	Manager 2	02/04/2013	0.6	395	237	Trade-On	Responding to emails re issues with teleconference and passcode required for phone in also discuss with Brit at the GC where to find dial in details.
Renee Lobb	Manager 2	02/04/2013	0.4	395	158	Trade-On	Filing emails and responding to investor enquiries.
Renee Lobb	Manager 2	02/04/2013	1.3	395	513.5	Trade-On	Returning adviser and investor queries, assisting AU with reception enquiries, explain teleconference details, where to find and reasoning for proxy form. Continues returning emails regarding teleconference details and investments/adviser commissions
Andrea Antonino-Balce	Director	02/04/2013	10	380.95	3809.5	Administration	Development of a project template reflecting plans for the fund's assets and claims against it
Elea Zuardi	Senior Accountant 2	02/04/2013	0.2	325	65	Trade-On	Email out to Issek re outstanding accounts
Daniel Billings	Senior Consultant	02/04/2013	6	300	1800	Administration	Internal briefings & research
Jessica Jodymak	Senior Accountant 1	02/04/2013	0.1	285	28.5	Administration	Filing minutes of conference call meeting - 27.03.13 & email correspondence from RCL to GDM
Benjamin Robson	Accountant	02/04/2013	0.1	235	23.5	Trade-On	Administration LMIM as RE/Trustee - deposit paying in voucher reviewed
Benjamin Robson	Accountant	02/04/2013	2.5	235	587.5	Employees	Employees LMIM as RE/Trustee - Meeting of creditors
Carly Drew	Administration	02/04/2013	0.2	130	26	Creditors	Email to Justin Clark for ABW, follow up ph. call to Gianni RE RCL investor ph. call - requested he email inquiry to RCL
Tracey Rumbold	Administration	02/04/2013	0.1	130	13	Trade-On	Creating Payments for clients
Joanne Dunn	Senior Managing Director	03/04/2013	3.9	575	2242.5	Administration	Travel to end from LM office, meet with investor team and RCL, discuss database and communication.
John Park	Senior Managing Director	03/04/2013	1.8	575	1035	Administration	Administration LMIM as RE/Trustee - attend meeting with DUB / Clayton Utz. Review and approval of payments.
Damian Bender	Senior Managing Director	03/04/2013	1.4	550	770	Administration	Administration LMIM as RE/Trustee meet with mark Waller and Brett Cook Clayton Utz re class action issues.
Glenn O'Keamey	Director 2	03/04/2013	0.5	545	272.5	Trade-On	view lease letters/disclaimers etc, liaise with Im staff re trading issues/sign off on various pod's, review status of accounts re payments made/wages etc. discussions with staff re various trading issues. Note to Sally re feg etc. update from Sally re employee issues. Review items for cash flows - consulting agreements etc, note to Eryn re suncorp accounts. Review statements etc.
Justin Clark	Managing Director	03/04/2013	1.4	500	700	Administration	Media engagement
Christine Alterator	Director 1	03/04/2013	0.6	485	291	Investigations	LMIM as RE/Trustee review information in data room from LM staff for Castle Partners
Lisa Cherry	Director 1	03/04/2013	0.3	485	145.5	Assets	Insurance queries and completing PI proposal forms.
Matthew Glennon	Director 1	03/04/2013	0.9	485	436.5	Administration	Administration: Call from GOK in relation to the HK appointment documents, email to HK FTI to amend the Directors' minutes and the circular to creditors. Call to HK FTI to confirm requirements for the appointment documents. Amendments to appointment documents.
Matthew Glennon	Director 1	03/04/2013	0.2	485	97	Administration	Administration: Final review of HK entity appointment documents, email instructions to GOK for Director to execute.
Matthew Glennon	Director 1	03/04/2013	0.2	485	97	Administration	Administration: Reviewed the proposal for the wind up of the Canadian Office from Donna Alexander. Checked all of the liabilities and the likely equity calculations.
Matthew Glennon	Director 1	03/04/2013	0.6	485	291	Administration	Administration: Prepared a email summary of all matters discussed at the meeting with GDM and the Directors in relation to the winding up of the overseas entities.
Matthew Glennon	Director 1	03/04/2013	0.1	485	48.5	Administration	Administration: Email in relation HK mail received by secretary, provided details to FTI HK.
Matthew Glennon	Director 1	03/04/2013	0.2	485	97	Administration	Administration: Reviewed all emails in relation and issues in relation to Thailand wind up. Prepared a summary for the conference meeting with GDM and the Directors of LMIM.
Matthew Glennon	Director 1	03/04/2013	0.2	485	97	Administration	Administration: Reviewed all emails in relation and issues in relation to UAE wind up. Prepared a summary for the conference meeting with GDM and the Directors of LMIM.

Matthew Glennon	Director 1	03/04/2013	0.2	485	97	Administration	Administration: Reviewed all emails in relation and issues in relation to UK wind up. Prepared a summary for the conference meeting with GDM and the Directors of LMIM.
Matthew Glennon	Director 1	03/04/2013	0.1	485	48.5	Administration	Administration: Email to HK FTI requesting details of a contract for the Director. Email responses from HK.
Matthew Glennon	Director 1	03/04/2013	0.1	485	48.5	Administration	Administration: Reviewed all emails in relation and issues in relation to HK wind up. Prepared a summary for the conference meeting with GDM and the Directors of LMIM.
Matthew Glennon	Director 1	03/04/2013	0.3	485	145.5	Administration	Administration: Reviewed all emails in relation and issues in relation to Canada, New Zealand and South Africa wind up. Prepared a summary for the conference meeting with GDM and the Directors of LMIM.
Matthew Glennon	Director 1	03/04/2013	0.3	485	145.5	Administration	Administration: Reviewed the email from HK FTI in relation to the timing of the Liquidation, reviewed the draft appointment documents, email to Foreys in HK requesting clarification on the timing of the proceedings.
Matthew Glennon	Director 1	03/04/2013	0.3	485	145.5	Administration	Administration: Call from GOK in relation to minority shareholder of HK entity. Reviewed the report on the HK entity to confirm ownership. Email to HK office to confirm Liquidation process and issues with having no contact with minority shareholder.
Matthew Glennon	Director 1	03/04/2013	0.1	485	48.5	Administration	Administration: Email to FTI HK office requesting details of the likely costs of the HK liquidation
Matthew Glennon	Director 1	03/04/2013	0.6	485	291	Administration	Administration: Attendance of a phone meeting with GDM and the Directors of LM to discuss the winding down issues for offices, UAE, Thailand, UK, Canada, New Zealand, Hong Kong and South Africa. Notes on all matters discussed and post meeting summary with GDM.
Matthew Glennon	Director 1	03/04/2013	0.1	485	48.5	Employees	Employees: Email from UAE employee in relation to his entitlements.
Matthew Glennon	Director 1	03/04/2013	0.4	485	194	Employees	Employees: Reviewing the employment contracts for staff from UK, UAE, NZ and Thailand. Updating the entitlement spreadsheet based on the notices detailed in individual contracts.
Benedict Pasco	Managing Director	03/04/2013	8	466,666,667	3733,3333	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Andrew Stokes	Director	03/04/2013	1	400	400	Administration	Drafting materials
Renee Lobb	Manager 2	03/04/2013	4	395	1580	Investigations	Meeting at the gold coast with LM staff re database.
Renee Lobb	Manager 2	03/04/2013	0.7	395	276.5	Trade-On	On send media query to Dan Billings from NZ Business Review. Returning numerous investor and adviser query emails
Renee Lobb	Manager 2	03/04/2013	2.5	395	987.5	Trade-On	Responding to numerous investor queries, organising meeting with IT personnel on database this afternoon, requesting info on bounce back emails from CSW. Discussions with ABE and GDM re meeting docs.
Renee Lobb	Manager 2	03/04/2013	1	395	395	Trade-On	responding to numerous investor enquiries and adviser enquiries.
Andrea Antonino-Balce	Director	03/04/2013	10	380.95	3809.5	Administration	Development of a cash flow model showing project cash flow forecasts and consolidated cash flows for the LM FHIF fund
Eloa Zuardi	Senior Accountant 2	03/04/2013	3	325	975	Trade-On	Discussion re various suppliers. Phone enquiries from employees. Creditors cells etc.
Daniel Billings	Senior Consultant	03/04/2013	4	300	1200	Administration	Drafting materials
Joanne Dunn	Senior Managing Director	04/04/2013	0.2	575	113	Administration	Discuss mail out of post and email procedures with JR.
Kelly-Anne Trenfield	Senior Managing Director	04/04/2013	0.1	575	57.5	Administration	Administration LMIM as RE/Trustee - review cash position re 3/4, 4/4
Justin Clark	Managing Director	04/04/2013	2	500	1000	Administration	Media engagement
Christine Alvertiser	Director 1	04/04/2013	0.2	485	97	Investigations	Investigations LMIM in own right discuss data room requirements with Ben Pascoe

Matthew Glennon	Director 1	04/04/2013	0.2	485	97	Administration	Administration: Emails from GDM and UK Director in relation to the winding up and the minimum Director requirement in UK. Reviewed UK Companies House website and considered resignation impact on UK Liquidation.
Matthew Glennon	Director 1	04/04/2013	0.2	485	97	Administration	Administration: Email from UK employee in relation to being a consultant for investor relations. Email to Simon to set up a meeting.
Matthew Glennon	Director 1	04/04/2013	0.2	485	97	Administration	Administration: Further emails from GDM to UAE employee in relation to the offer to finalise the UAE wind down. Amended previous file-note to represent current negotiations.
Matthew Glennon	Director 1	04/04/2013	0.5	485	242.5	Administration	Administration: Detailed update on outstanding issues on the wind up and employee entitlements of all overseas offices to SAM.
Matthew Glennon	Director 1	04/04/2013	0.1	485	48.5	Administration	Administration: Meeting with GDM in relation to Simon Bottle's proposal to be UK consultant
Matthew Glennon	Director 1	04/04/2013	1.2	485	582	Administration	Administration: Collated all documentation from UAE employee. Prepared a summary of the issues and personal ramifications the UAE employee will encounter from the LMIM Administration. Updated the summary with a recommendation to finalise outstanding issues in UAE.
Matthew Glennon	Director 1	04/04/2013	0.1	485	48.5	Administration	Administration: Update to SAC in relation to the termination of the South African employee. Comments in relation to the relevant labour laws.
Matthew Glennon	Director 1	04/04/2013	0.2	485	97	Administration	Administration: Emails in relation to Canadian wind down and correspondence from Black Bridge Capital Management
Matthew Glennon	Director 1	04/04/2013	0.2	485	97	Administration	Administration: Calculation of further liabilities in Canadian entity, email summary to GDM.
Matthew Glennon	Director 1	04/04/2013	0.2	485	97	Administration	Administration: Reviewed the final HK appointment documents. Email to HK FTI. Arranged for originals to be sent to Brisbane Office.
Matthew Glennon	Director 1	04/04/2013	0.1	485	48.5	Administration	Administration: Email from Simon Bottle from UK to arrange a new meeting time
Matthew Glennon	Director 1	04/04/2013	0.1	485	48.5	Administration	Administration: Final review of the summary from the meeting with GDM and the Directors on the wind down of the overseas offices. Issued email to all parties in attendance.
Matthew Glennon	Director 1	04/04/2013	0.1	485	48.5	Employees	Employees: Email from GDM re the proposed payment of expense claims from overseas staff
Matthew Glennon	Director 1	04/04/2013	0.5	485	242.5	Employees	Employees: Review of the calculation of the entitlements to South African employee, employed by LMIM. Prepared a termination letter with details of the entitlements. Discussed with GDM, finalised letter and issued.
Benedict Pasco	Managing Director	04/04/2013	8	486,666,667	3733,3333	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the 'Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001' and all matters relating to it.
Renee Lobb	Manager 2	04/04/2013	0.9	395	355.5	Administration	Filing all sent and received investor emails in client file
Renee Lobb	Manager 2	04/04/2013	0.9	395	355.5	Assets	Returning investor emails by iPhone after computer freeze. Continue to file emails between freezes
Renee Lobb	Manager 2	04/04/2013	0.8	395	316	Trade-On	Responding to investor and adviser queries and filing sent and received emails.
Renee Lobb	Manager 2	04/04/2013	1.3	395	513.5	Trade-On	Reformat and pdf creditors meeting summary and liaise with SC for upload to website. Advise all those who requested that it is now available. File all BAO sent email responses to investors/adviser.
Renee Lobb	Manager 2	04/04/2013	0.4	395	158	Trade-On	Returning investor and adviser queries.
Renee Lobb	Manager 2	04/04/2013	0.5	395	197.5	Trade-On	Reviewing and responding to investor and adviser queries. Send some to RFZ and CIMA for comments.
Andrea Antonino-Balce	Director	04/04/2013	8	380,95	3047.6	Administration	Development of a cash flow model showing project cash flow forecasts and consolidated cash flows for the LM FHIF fund
Eloa Zuardi	Senior Accountant 2	04/04/2013	0.1	325	32.5	Administration	Email out re NZ office

Daniel Billings	Senior Consultant	04/04/2013	4	300	1200	Administration	Internal briefings & research
Benjamin Robson	Accountant	04/04/2013	0.1	235	23.5	Trade-On	Administration LMIM as RE/Trustee - phone call from Grace records re new account ready
Ginette Muller	Senior Managing Director	05/04/2013	2	575	1150	Administration	Media articles reviewing and receive emails from Justin Clark and D.J.B. Agree that wording of AFR was correct and no factual inaccuracies; review way forward for notification to investors and advisers.
Joanne Dunn	Senior Managing Director	05/04/2013	0.4	575	230	Administration	Meeting with RCL, SC and RH to discuss updates to website.
Kelly-Anne Trenfield	Senior Managing Director	05/04/2013	0.2	575	115	Administration	Administration LMIM as RE/Trustee - mail in re approach to trilogy; email from Mallessons re asic request re conflict; general mail in
Kelly-Anne Trenfield	Senior Managing Director	05/04/2013	0.1	575	57.5	Creditors	Creditors - email from and response to Allen's re alpha claim
Glenn O'Kearney	Director 2	05/04/2013	2.4	545	1308	Trade-On	discussions and review of records re investments march - quarantined funds. Discussions from re funds.
Christine Alterator	Director 1	05/04/2013	0.1	485	48.5	Administration	Administration LMIM as RE/Trustee email out to Ben re data room for distribution of information to Castle Partners
Christine Alterator	Director 1	05/04/2013	0.2	485	97	Administration	Administration LMIM as RE/Trustee emails in/out re mail out of act application and affidavits and loading documents on website
Christine Alterator	Director 1	05/04/2013	0.9	485	436.5	Administration	Administration LMIM as RE/Trustee draft email regarding listings provided to KWM and b/ground
Christine Alterator	Director 1	05/04/2013	2.2	485	1067	Administration	Administration LMIM as RE/Trustee acid information to data room and attempt to send emails to Castle Partners, PCs out with Castle Partners; emails to LM re access requirements to data room for Castle Partners
Christine Alterator	Director 1	05/04/2013	0.1	485	48.5	Administration	Administration LMIM as RE/Trustee email out to SAM re data room access and timing
Lisa Cherry	Director 1	05/04/2013	1.9	485	921.5	Administration	Reviewing pre apt PI insurance policy. Completing PI proposal. Email to SAM re: info still required for PI proposal.
Matthew Glennon	Director 1	05/04/2013	0.1	485	48.5	Administration	Administration: Email update to the Directors in relation to Simon Bottle's proposal
Matthew Glennon	Director 1	05/04/2013	0.2	485	97	Administration	Administration: Reviewed the emails from Simon Bottle. Call to Simon Bottle in relation to his proposal. Email update to GDM.
Matthew Glennon	Director 1	05/04/2013	0.3	485	145.5	Administration	Administration: Email from FTI HK in relation to the redundancies of the HK employees. Considered the options and reviewed the entitlements
Matthew Glennon	Director 1	05/04/2013	0.2	485	97	Administration	Administration: Emails to Chris Coley and the Director to organise a phone meeting in relation to the UK Liquidation. Various responses from Chris Coley to organise.
Matthew Glennon	Director 1	05/04/2013	0.5	485	242.5	Administration	Administration: Email from Katy Phillips in relation to the proposed UK Liquidation. Reviewed the summary of the assets and liabilities. Reviewed the effect of the employee entitlements and the government scheme in the UK. Call to Katy to discuss the position and to set up a meeting with the Director.
Matthew Glennon	Director 1	05/04/2013	0.2	485	97	Administration	Administration: Emails from Joe Samuel and GDM in relation to the winding up of the UK entity.
Matthew Glennon	Director 1	05/04/2013	0.2	485	97	Administration	Administration: Reviewed the invoice from the Canadian entity. Reviewed the previous email from Donna to ensure liabilities were accounted for. Email response to EBZ regarding the payment of the Sowings Canadian account
Matthew Glennon	Director 1	05/04/2013	0.2	485	97	Administration	Employees: Calculation of entitlements and notice pay entitlements, checked the contract. Prepared a termination letter and email update to SAC and SAM.
Matthew Glennon	Director 1	05/04/2013	0.4	485	194	Employees	Employees: Email from Tara's in relation to his final pay, reviewed the previous emails in relation to payment date. Email to Katy Phillips seeking confirmation and final pay slip.
Matthew Glennon	Director 1	05/04/2013	0.3	485	145.5	Employees	Trade-LMIM as RE/Trustee - set up payment systems, meet with staff RE allocation of files amongst Property Asset Managers, meet with Tony Bear RE capital draw down requests. Meet with Shelly RE WA appointments and Hares appointment. Meet with John Corbett and Lauren RE MIF cash flow and availability of funds for LMIM as trustee
Ryan Zorndraeger	Director 1	05/04/2013	2.8	485	1358	Trade-On	

Benedict Pasco	Managing Director	05/04/2013	B	466.6666667	3753.33333	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Andrew Stokes	Director	05/04/2013	0.5	400	200	Administration	Internal briefings & research
Renee Lobb	Manager 2	05/04/2013	0.8	395	316	Administration	Meeting with SC, RH, Jed re website.
Renee Lobb	Manager 2	05/04/2013	2.6	395	1027	Trade-On	Reviewing and responding to investor and adviser enquiries. Reviewing emails re circular to be sent with court documents and info required to be loaded to website. File received and sent emails also. Upload all information and edit website.
Renee Lobb	Manager 2	05/04/2013	2.3	395	908.5	Trade-On	Responding to investor and adviser queries. Fix website link and discuss with CMA and Jed data for investor and advise receivership circular. Reviewing and responding to cores from KWM re mail out.
Renee Lobb	Manager 2	05/04/2013	0.9	395	355.5	Trade-On	Filing sent investor equity responses and discussing with Jed investor circular to be sent.
Daniel Billings	Senior Consultant	05/04/2013	2	300	500	Administration	Media engagement
John Park	Senior Managing Director	06/04/2013	0.4	575	230	Administration	Administration LMIM as RE/Trustee - emails in / out ASIC / KWM re AFSL etc.
Sally McBryde	Managing Director	06/04/2013	0.8	550	440	Employees	Reviewing overseas employee details, review expense claims & termination letters
Glenn O'Kearney	Director 2	06/04/2013	0.5	545	272.5	Trade-On	note in djb re cash flows. Consider cash funding issues. Reply with info. Call from DJB to discuss cash flow issues. Review RFZ and J Corbett notes/summary. Call RFZ to discuss. Notes re cred ato/mpf.
Benedict Pasco	Managing Director	06/04/2013	2	466.6666667	933.33333	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Renee Lobb	Manager 2	06/04/2013	1.2	395	474	Creditors	Returning enquiries from investors and advisers re extension to convening period and receivership. Send email to SMD's to recommend additions to FAQ's for receivership.
Renee Lobb	Manager 2	07/04/2013	1.3	395	513.5	Investigations	Sending email to KWM re FAQs to be updated and request for input on same. Respond to investor and adviser queries. Fwd select queries to John Corbett for input.
Joanne Dunn	Senior Managing Director	08/04/2013	0.4	575	230	Administration	Review summary of funds and action plans by John Corbett.
Joanne Dunn	Senior Managing Director	08/04/2013	0.7	575	402.5	Administration	LM website - review and approve changes, discuss issues with PDF documents with RCL and JR.
Joanne Dunn	Senior Managing Director	08/04/2013	0.2	575	115	Administration	Website update.
John Park	Senior Managing Director	08/04/2013	2.2	575	1265	Administration	Administration LMIM as RE/Trustee - prepare for and attend meeting at ASIC. Discussions with and emails in from Philip Pan.
Damian Bender	Senior Managing Director	08/04/2013	2	550	1100	Administration	Administration general fund administration meet with Francine/Eghard/Tickner re ASIC progress order.
Sally McBryde	Managing Director	08/04/2013	0.7	550	385	Employees	Reviewing status of overseas offices and employees, respond to queries
Glenn O'Kearney	Director 2	08/04/2013	0.2	545	109	Trade-On	review notes re payments to overseas employees etc. correspondence with matt Glenron
Glenn O'Kearney	Director 2	08/04/2013	0.1	545	54.5	Trade-On	discussions re re debits and fund cists at fund level.
Glenn O'Kearney	Director 2	08/04/2013	2	545	1080	Trade-On	review supplier/wages/cost inputs and source documents. Draft budget monthly operational costs for discussions. Liaise with team re cash flow statements. Discussions team re cash flow issues. Review and sign off on correspondence for trading account sect. Review accounts bank - and discussions with Elio re myob entries/updates. Follow up cash banking etc. review draft status of cash flows.
Justin Clark	Managing Director	08/04/2013	4	500	2000	Administration	Media engagement
Justin Clark	Managing Director	08/04/2013	1.5	500	750	Administration	Media engagement
Christine Alterator	Director 1	08/04/2013	0.2	485	97	Investigations	Investigations LMIM as RE/Trustee email in from Ben; attempt to log in to data room from laptop; email put to lm re access issues and update Ben

Christine Alterator	Director 1	08/04/2013	0.1	485	48.5	Investigations	Investigations LMIM as RE/Trustee email in from Donna re data room access and email out to Castle Partners and NR
Lisa Cherry	Director 1	08/04/2013	0.3	485	145.5	Assets	Review email in from Andriea re: further insurance info required.
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Collated emails and file-note confirming the agreement for the payment to UAE office. Email to GOK to request information on the timing of the payment.
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Filing emails from last week in relation to the wind down of the overseas offices.
Matthew Glennon	Director 1	08/04/2013	0.3	485	145.5	Administration	Administration: Email update to GDM on the call from Katy Phillips, email to UAE and Thailand employee with an update on the wind down of the respective offices.
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Email from Joe Samuel in relation to the wind down of the UK office. Considered the issues raised in terms of the proposed appointment of Liquidators
Matthew Glennon	Director 1	08/04/2013	0.3	485	145.5	Administration	Administration: Email from FTI HK in relation to the termination of the staff, reviewed the letters to employees and considered amendments to include entitlements
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Email from GOK in relation to the timing of the payments to the overseas offices.
Matthew Glennon	Director 1	08/04/2013	0.1	485	48.5	Administration	Collating information on all proposed payments required to wind down overseas offices.
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Emails to James Young in relation to the wind down of the Thailand office
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Emails to FTI UK in relation to the LMIM UK appointment of Liquidators.
Matthew Glennon	Director 1	08/04/2013	1.1	485	593.5	Administration	Administration: Collated all information and correspondence in relation to the wind down of the Thailand office, reviewed the liabilities and employee entitlements. Prepared a detailed file-note with the proposal for the payment to the Thailand entity and provided a recommendation for the Administrators review.
Matthew Glennon	Director 1	08/04/2013	0.3	485	145.5	Administration	Administration: Email from Martin Venier from HK office in relation to the termination notices and the employee entitlements. Reviewed all documentation to prepare termination notices for Hong Kong employees
Matthew Glennon	Director 1	08/04/2013	0.4	485	194	Administration	Administration: Reviewed the email from the Hong Kong employee. Drafted an email to Eghard as Director of LMIM to discuss termination of employees. Final review of email and issued to Eghard.
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Emails from FTI UK in relation to the wind up of the UK entity. Email to GDM to confirm the Liquidators to be paid from UK assets and recommend the appointment
Matthew Glennon	Director 1	08/04/2013	0.4	485	194	Administration	Administration: Reviewed the email from HK FTI in relation to the redundancies of LMIM. Call from Foreky at FTI, discussed the issues. Email summary to GDM and email to Foreky with details of the employee entitlements.
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Administration	Administration: Call from Katy Phillips at LM to discuss the UK Liquidation, the propose payments to UAE and Thailand.
Matthew Glennon	Director 1	08/04/2013	0.1	485	48.5	Administration	Administration: Email from Lucy at LM in relation to the final wages payment of the Canadian employee
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Employees	Employees: Finalised letter to South African employee, confirmed the basis of calculation with SAM. Issued correspondence and updated the file
Matthew Glennon	Director 1	08/04/2013	0.2	485	97	Employees	Employees: Email from SAM in relation to the final pay of Canadian employee. Reviewed the previous emails on the issue
Matthew Glennon	Director 1	08/04/2013	0.1	485	48.5	Employees	Employees: Email from SAM in relation to the SA employee and the final payment of wages. Email to Lucy at LM to follow up on pay slip.
Benedict Pasco	Managing Director	08/04/2013	8	488,666,667	373,333	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.

Renee Lobb	Manager 2	08/04/2013	0.9	395	355.5	Administration	Returning investor and creditor enquiries.
Renee Lobb	Manager 2	08/04/2013	0.8	395	316	Administration	Working on website updates.
Renee Lobb	Manager 2	08/04/2013	0.9	395	355.5	Administration	Catch up with other staff working on file re all updates on funds, employees, asic, creditors, investors, insurance etc.
Renee Lobb	Manager 2	08/04/2013	0.8	395	316	Trade-On	Responding to creditor and investor queries, booking in teleconference for Wednesday and liaising with NZ firm re attendees. Review committee of creditors circular.
Renee Lobb	Manager 2	08/04/2013	0.1	395	38.5	Trade-On	Respond to investor enquiry.
Renee Lobb	Manager 2	08/04/2013	0.2	395	79	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	08/04/2013	1.3	395	513.5	Trade-On	Organising NZ teleconference. Responding to creditor and investor enquiries, requesting changes to investor and adviser details, and sending FAQ sheets to those who sent letters.
Eloa Zuardi	Senior Accountant 2	08/04/2013	0.5	325	162.6	Employees	Discussion re staff mobile numbers. Liaise with Teitara re active numbers and numbers to be disconnected.
Daniel Billings	Senior Consultant	08/04/2013	2	300	600	Administration	Media engagement
Benjamin Robson	Accountant	08/04/2013	0.2	235	47	Trade-On	Administration LHM as RE/Trustee - letter to sancorp requesting closure of accounts
Ginette Muller	Senior Managing Director	09/04/2013	0.3	575	172.5	Administration	Check emails from advisers, attend to filing and responses, delegate where possible. Attend to press queries, especially upcoming applications as required.
Ginette Muller	Senior Managing Director	09/04/2013	0.5	575	287.5	Administration	Attend Sydney to meet with the Trust Company and discuss the way forward, Travel from Brisbane and return. Negotiate matters including the provision of a section 440B. Agree to execute and return same.
Joanne Dunn	Senior Managing Director	09/04/2013	0.4	575	290	Administration	Update investor FAQs on website. Discuss with RCL
John Park	Senior Managing Director	09/04/2013	2.6	575	1495	Administration	Administration LHM as RE/Trustee - prepare for and attend meeting with Trust Company. Review material for court hearing on 12 April. Strategy discussions GDM / DJB.
Kelly-Anne Tranfield	Senior Managing Director	09/04/2013	0.2	575	115	Administration	Administration LHM as RE/Trustee in re investor/advisor queries
Sally McByrde	Managing Director	09/04/2013	0.2	550	110	Trade-On	Discussions with ben Pasco re IT project status
Sally McByrde	Managing Director	09/04/2013	1	550	550	Trade-On	Review PI insurance policy, prepare policy form, obtain & review information for proposal
Sally McByrde	Managing Director	09/04/2013	0.5	550	275	Trade-On	Weekly business meeting with LM staff to discuss issues and business plans
Sally McByrde	Managing Director	09/04/2013	0.5	550	275	Trade-On	Weekly business meeting with LM staff to discuss issues and business plans
Glenn O'Keamey	Director 2	09/04/2013	3	545	1635	Trade-On	notes to team re cash flow updates re ato position/or etc. research into ato pays and oar tax issues.
Justin Clark	Managing Director	09/04/2013	2	500	1000	Administration	Review payroll data to date for inputs for cash flows. Review of lease data /other supply information.
Lisa Cherry	Director 1	09/04/2013	0.2	485	97	Assets	Review draft cash flows and amendments to template/inputs etc. discussions John Corbett re management fee inflows. Review man fee income information and discussions with Eryn regarding treatment, discussions surrounding cash flow issues dlt/sally and rz. Review and sign off on letters to lease company and other letters re suppliers/credit app's/Teitara transfer forms etc.
Lisa Cherry	Director 1	09/04/2013	0.2	485	97	Assets	Strategy development
Lisa Cherry	Director 1	09/04/2013	0.3	485	145.5	Assets	Email in from Morgan Stanley, Fwd to ABW.
Matthew Glennon	Director 1	09/04/2013	0.1	485	48.5	Administration	Review email in from Andrea @ Blue re: pre apt insurance.
Matthew Glennon	Director 1	09/04/2013	0.5	485	242.5	Administration	Email in from Morgan Stanley. Review. Email to KAT re: POC. Email to JRP re: respond to email.
Matthew Glennon	Director 1	09/04/2013	0.1	485	48.5	Administration	Administration: Email from HK employee in relation to the termination letters
Matthew Glennon	Director 1	09/04/2013	0.4	485	194	Administration	Administration: Amendments to employee entitlement letters from HK. Reviewed the calculations of the PLN and the annual leave and email to Eghard for execution.
							Administration: Email from HK employee in relation to LHM's termination letter
							Administration: Updated the termination letters to employees with redundancy figures and checked all calculations. Email to Eghard with directions to execute.

Matthew Glennon	Director 1		09/04/2013	0.3	485	145.5	Administration	Administration: Emails to three employees with details of the termination and employee entitlements.
Matthew Glennon	Director 1		09/04/2013	0.1	485	48.5	Administration	Administration: Email to EZ to request details on the timing of the reimbursement claims from overseas employees. Reviewed the file to confirm the amounts to be paid
Matthew Glennon	Director 1		09/04/2013	0.3	485	145.5	Administration	Administration: Discussed the email from the UK Director with GDM, assisted in drafting an email to Francine Mulder with an update on the UK position.
Matthew Glennon	Director 1		09/04/2013	0.4	485	194	Administration	Administration: Reviewed all emails for contracts of HK staff, email to Katy Phillips requesting details in relation to notice periods for the wind down of the HK office
Matthew Glennon	Director 1		09/04/2013	0.2	485	97	Administration	Administration: Emails from Eryn and Katy in relation to the entitlements and employing entity of Wendy List.
Matthew Glennon	Director 1		09/04/2013	1.6	485	776	Administration	Administration: Reviewed all documentation on the asset and liability position on the Canadian Office. Prepared a detailed statement of position and reviewed the outstanding issues with Black Bridge Capital and the employees wages. Prepared a recommendation to the Administrators to dissolve the entity. Email summary to GDM.
Matthew Glennon	Director 1		09/04/2013	0.3	485	145.5	Administration	Administration: Email to Donna Alexander in relation to the proposed wind down of the Canadian entity, provided details on the statement of position and requested further details. Call to Donna to explain the recommendation and discuss the mechanics for the payment
Matthew Glennon	Director 1		09/04/2013	0.3	485	145.5	Administration	Administration: Call to Joe Samuel to discuss the Liquidation process of the UK entity. Email summary of conversations to GDM.
Matthew Glennon	Director 1		09/04/2013	0.2	485	97	Administration	Administration: Call to Katy Phillips to discuss the process with the UK Liquidation. Briefly discussed the progress on the UAE and Thailand wind downs.
Matthew Glennon	Director 1		09/04/2013	2	485	970	Administration	Administration: Email from Katy Phillips in relation to the HK termination letters, reviewed all emails for reference to fourth HK employee. Emails and calls in relation to the calculation of Wendy List entitlements. Reviewed the HK Labour Laws for minimal redundancies. Rough calculation of redundancy entitlement for three HK staff and updated the overseas staff entitlements spreadsheet
Matthew Glennon	Director 1		09/04/2013	0.3	485	145.5	Administration	Administration: Call to HK office Ken Fun and Forkey Wong for an update on the progress of the HK Liquidation.
Ryan Zogdrager	Director 1		09/04/2013	0.2	485	97	Trade-On	Review minutes of team teleconference. Draft email to Ben Pasco and advise accessibility requirements of administration team to LM server
Benedict Pasco	Managing Director		09/04/2013	8	487	3733	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the 'Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001' and all matters relating to it.
Andrew Stokes	Director		09/04/2013	2	400	809	Administration	Media engagement
Renee Lobb	Manager 2		09/04/2013	0.3	395	118.5	Administration	With Jed updating website.
Renee Lobb	Manager 2		09/04/2013	0.2	395	79	Administration	Reviewing media coverage and saving same to file.
Renee Lobb	Manager 2		09/04/2013	0.2	395	79	Investigations	F/up KWMM on FaQ progress. Send response to investor enquiry.
Renee Lobb	Manager 2		09/04/2013	0.1	395	39.5	Trade-On	Send enquiry to RFZ on whether transfers are permitted in the MIF. Respond to investor query re investment value for application for aged pension.
Renee Lobb	Manager 2		09/04/2013	0.2	395	79	Trade-On	Responding to investor enquiry. Forward redemption emails to investor services for logging.
Renee Lobb	Manager 2		09/04/2013	0.3	395	118.5	Trade-On	Call with investor re fund and wanting to remove trilogy as RE.
Renee Lobb	Manager 2		09/04/2013	0.3	395	118.5	Trade-On	Reviewing and responding to adviser and investor queries.
Renee Lobb	Manager 2		09/04/2013	0.2	395	79	Trade-On	Reviewing and responding to emails re receivership and email from KWMM on timing of FAQ receipts.

Renee Lobb	Manager 2	09/04/2013	0.4	395	158 Trade-On	Responding to investor and adviser enquiries. Leasing with Steve Hannan and RIFZ on same.
Daniel Billings	Senior Consultant	09/04/2013	0.5	300	150 Administration	Drafting materials
Glenn O'Kearney	Director 2	10/04/2013	0.3	545	163.5 Trade-On	discussions with John Corbet - update on strategy/cash flows etc. discussions in staff re hsbcc accounts/status/information required for bank account listing. Contact hsbcc and issue request for extension - accounts to remain open. Review bank account information received. Call hsbcc to confirm status of request.
Glenn O'Kearney	Director 2	10/04/2013	1.2	545	654 Trade-On	review cash flows - amendments discussions with Elia re further investigation and review. Prepare consolidated cash flows. discussions with Elia/sally re trading issues/employees/lease issues etc. review supplier info. Note to John Corbet re prelim numbers and further discussions. Review and sign off on credit applications/purchase orders etc. discussions re re cash flow issues/review mif cash flow forecasts and issues re outputs.
Glenn O'Kearney	Director 2	10/04/2013	1.5	545	817.5 Trade-On	Media engagement
Justin Clark	Managing Director	10/04/2013	2	500	1000 Administration	Administration LMIM as RE/Trustee emails in/out re ASIC request, discussion with staff re access to level 1 and potential move of staff from beach road to level 1
Christine Altorator	Director 1	10/04/2013	0.4	485	194 Administration	Administration LMIM as RE/Trustee review investor circular
Christine Altorator	Director 1	10/04/2013	0.2	485	97 Administration	Investigations General day to day operations meeting with Trevor Fenwick to discuss legal matters
Christine Altorator	Director 1	10/04/2013	0.4	485	194 Investigations	Assist with further insurance queries.
Lisa Cherry	Director 1	10/04/2013	1.5	485	727.5 Assets	Administration: Dealing with the appointment of the LM UK entity. Reviewed the appointment documents, email to the Rollings Oliver seeking clarification on issues with the appointment
Matthew Glennon	Director 1	10/04/2013	0.4	485	194 Administration	Administration: Emails from FTI HK and employees in relation to the HK staff completion of tax returns and LMIM providing information for the completion of returns. Instructions to LM and HK FTI in to complete returns based on LMIM information.
Matthew Glennon	Director 1	10/04/2013	1	485	485 Administration	Administration: Email from Wendy List requesting details in relation to her entitlements. Follow up LMIM for information.
Matthew Glennon	Director 1	10/04/2013	0.2	485	97 Administration	Administration: Email from HK FTI in relation to the costs incurred in the Liquidation of the HK entity.
Matthew Glennon	Director 1	10/04/2013	0.2	485	97 Administration	Administration: Emails to HK employees in relation to the processing of the reimbursement expenses
Matthew Glennon	Director 1	10/04/2013	0.2	485	97 Employees	Administration: Follow up LM for details on the final wages payment to Canadian employee, email to employee to provide an update
Ryan Zorgrager	Director 1	10/04/2013	0.4	485	194 Employees	Provide contact details for finance staff in relation to funds
Benedict Pasco	Managing Director	10/04/2013	1.7	485	7933.3933 Administration	Preparing for, and responding to the Service by ASIC dated 8th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Andrew Stokes	Director	10/04/2013	0.1	400	40 Administration	Internal briefings & research
Andrew Stokes	Director	10/04/2013	0.1	400	40 Administration	Internal briefings & research
Andrew Stokes	Director	10/04/2013	4	400	1600 Administration	Media engagement
Renee Lobb	Manager 2	10/04/2013	0.6	395	237 Creditors	Teleconference with NZ advisers.
Renee Lobb	Manager 2	10/04/2013	0.3	395	118.5 Investigations	Reviewing emails re piper alderman opposition to apt as receivers and recommendation to appoint piper as RE and Kordametha as Receivers. Also review emails from investors in support of us as receivers. FWD to LM FTI team.

Renee Lobb	Manager 2	10/04/2013	0.4	395	158	Investigations	Discussions with CMA re information required for ASIC and structure of same. Discuss investor and dealer groups etc.
Renee Lobb	Manager 2	10/04/2013	1.4	395	553	Trade-On	Responding to investor and adviser emails. Take call from adviser and answer queries.
Renee Lobb	Manager 2	10/04/2013	2	395	790	Trade-On	Working on report to investors and advisers of MIF and AIF including addressing paper alderman queries.
Renee Lobb	Manager 2	10/04/2013	0.3	395	118.5	Trade-On	Responding to investor queries.
Renee Lobb	Manager 2	10/04/2013	1.2	395	474	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	10/04/2013	0.4	395	158	Trade-On	Returning investor queries.
Renee Lobb	Manager 2	10/04/2013	0.7	395	276.5	Trade-On	Responding to investor queries and adviser queries. Working with RIFZ and other LM team FTI members re ASIC update and MIF update to investors and advisers.
Renee Lobb	Manager 2	10/04/2013	0.6	395	237	Trade-On	Responding to investor and adviser enquiries.
Daniel Billings	Senior Consultant	10/04/2013	1.5	300	450	Administration	Internal briefings & research
Sally McByrde	Managing Director	11/04/2013	0.1	550	55	Trade-On	Approve Citic account
Sally McByrde	Managing Director	11/04/2013	2	550	1100	Trade-On	Review PI insurance policy, prepare policy form, obtain & review information for proposal
Sally McByrde	Managing Director	11/04/2013	2.8	550	1540	Trade-On	Review information for insurance proposal form
Sally McByrde	Managing Director	11/04/2013	0.3	550	165	Trade-On	Meeting with Ben Pasco, update on status of IT project & requirements going forward
Justin Clark	Managing Director	11/04/2013	1	500	500	Administration	Strategy development
Christine Alterator	Director 1	11/04/2013	0.4	485	194	Administration	Administration LMIM as RE/Trustee review email from RCL to LM staff for ASIC queries; clarify data to be included with Steve; review emails in re investor circular
Christine Alterator	Director 1	11/04/2013	0.2	485	97	Administration	Administration LMIM as RE/Trustee emails in re investor letter; email out opt castle partners and from re provision of members register; emails in re Maddison; payment to LM
Christine Alterator	Director 1	11/04/2013	0.6	485	291	Investigations	Investigations LMIM as RE/Trustee respond to emails from Ben at Castle Partners and email documents from LM data room
Matthew Glennon	Director 1	11/04/2013	0.5	485	242.5	Administration	Administration: Emails from UK proposed Liquidator and Director in relation to the appointment documents for the UK CVL. Reviewed the appointment documents, email to UK to set up meeting time. Email to Administrators to execute documents as shareholder of UK entity
Matthew Glennon	Director 1	11/04/2013	0.4	485	194	Administration	Administration: Email to Katy Phillips with an update on the Thailand wind down. Call to James Young from Thailand to discuss the proposed resolution for the wind down.
Matthew Glennon	Director 1	11/04/2013	0.2	485	97	Administration	Administration: Email from Katy Phillips in relation to the wind down of the Dubai and the Bangkok office, reviewed the position and provided an update
Matthew Glennon	Director 1	11/04/2013	0.4	485	194	Administration	Administration: Various emails from Joe Samuel and the proposed Liquidator in relation to the Liquidation of the UK entity. Reviewed the appointment documents. Email to Administrators with the process of executing the documents to appoint Liquidators.
Matthew Glennon	Director 1	11/04/2013	0.2	485	97	Administration	Administration: Call to the LM UK proposed Liquidator to discuss requirements for the commencement of the Liquidation process
Matthew Glennon	Director 1	11/04/2013	0.1	485	48.5	Administration	Administration: Organising the execution of the documents for the LM UK Liquidation
Matthew Glennon	Director 1	11/04/2013	0.1	485	48.5	Administration	Administration: Update to GDM and GOK based on discussions with Thailand employee and proposed wind down payment.
Matthew Glennon	Director 1	11/04/2013	0.3	485	145.5	Administration	Administration: Detailed review of the HK FTI costs in the HK Liquidation. Email to GDM and SAM in relation to the pre-appointment costs of HK FTI to assist in the wind down.
Matthew Glennon	Director 1	11/04/2013	0.4	485	194	Employees	Employees: Collated information from Canadian employee and final wage payment. Call to LM to confirm further details of the final wages payment. Email to Tara's to answer queries re entitlements and wage payment

Ryan Zongrager	Director 1	11/04/2013	1.3	485	630.5	Administration	Consider allocation of administration expenses and remuneration across external administration. Draft email to SMDs
Ryan Zongrager	Director 1	11/04/2013	0.9	485	436.5	Creditors	Review circular to investors and draft email to SMDs requesting input as to fees and expenses of administration. Forward response to Phillip Pan. Receive response from Phillip Pan and email SMDs proposed course of action.
Benedict Pasco	Managing Director	11/04/2013	7	466.6666667	3286.8667	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the 'Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001' and all matters relating to it.
Andrew Stokes	Director	11/04/2013	2	400	800	Administration	Strategy development
Renee Lobb	Manager 2	11/04/2013	0.5	395	197.5	Assets	Responding to investor and adviser queries, drafting responses for GDM, take call from Tasmanian adviser and follow up dirr and progress of investor AIF and MIF circular.
Renee Lobb	Manager 2	11/04/2013	0.4	395	168	Investigations	Speak with GDM. Send emails to strat comms and Mallesons re vlogy issue and piber alderman corres.
Renee Lobb	Manager 2	11/04/2013	0.6	395	237	Investigations	Reviewing information required by ASIC. Speak with CMA re same and task allocation. Send email to LM re information required summary and suggested formats.
Renee Lobb	Manager 2	11/04/2013	1.4	395	553	Trade-On	Responding to investor and adviser queries. Fwd some to LM staff for assistance with product info.
Renee Lobb	Manager 2	11/04/2013	0.8	395	316.5	Trade-On	Responding to queries from investors and advisers. Discuss MIF and AIF info required for ASIC with RFZ.
Renee Lobb	Manager 2	11/04/2013	0.2	395	79	Trade-On	Reviewing email from GDM. Send email to gdm with attachment of investor MIFc circular. Make additional suggestion re independence.
Renee Lobb	Manager 2	11/04/2013	0.2	395	79	Trade-On	Review hand written letters and send FAQs to same.
Renee Lobb	Manager 2	11/04/2013	1.4	395	553	Trade-On	Emails to GDM after review of affidavit and summary of submissions. Provide input. Emails to strat comms team re media conference and review options for post hearing strategy.
Renee Lobb	Manager 2	11/04/2013	0.5	395	197.5	Trade-On	Speak with CMA re payments. Take call from investor re redemption process etc.
Patrick Ma	Director	11/04/2013	0.75	350	262.5	Administration	Travel from Sydney to Gold Coast
Patrick Ma	Director	11/04/2013	0.75	350	262.5	Administration	Travel from Gold Coast to Sydney
Patrick Ma	Director	11/04/2013	6	350	2100	Administration	Attend to client's office and working with Ben, transfer knowledge; handed over data to Mallesons
Daniel Billings	Senior Consultant	11/04/2013	1.5	300	450	Administration	Strategy development
Benjamin Robson	Accountant	11/04/2013	0.6	235	141	Trade-On	Administration LMIM as RE/Trustee - Company searches - Ang Acquisitions, related party extracts, cameo lifestyle villages, save files and send to manager
Kelly-Anne Tranfield	Senior Managing Director	12/04/2013	0.1	575	57.5	Administration	Administration LMIM as RE/Trustee - File Review - review and update tdf and task list; mail in
Sally McBryde	Managing Director	12/04/2013	1	550	550	Trade-On	Emails re PI insurance, calls with Mark Waller of Clayton Utz to discuss, arrange for payment of premium
Sally McBryde	Managing Director	12/04/2013	0.2	550	110	Employees	Emails re expense payments for overseas employees, queries re differing amounts
Sally McBryde	Managing Director	12/04/2013	0.5	550	275	Employees	Dealing with overseas employee issues, update on status of expenses, various emails, discussions and calls
Sally McBryde	Managing Director	12/04/2013	0.3	550	165	Trade-On	Review management reports, review financials, discussion with GOK re revenues
Sally McBryde	Managing Director	12/04/2013	0.5	550	275	Trade-On	Attend premises, meet with Fran for update on relocation of staff, trading issues, meeting with payroll, discuss insurance policy, discussions with employees
Glenn O'Kearney	Director 2	12/04/2013	0.1	54.5	54.5	Trade-On	discussions with BIR re myob entries recording loans/funds
Glenn O'Kearney	Director 2	12/04/2013	0.1	54.5	54.5	Trade-On	update ems and fr re funds held in working account
Glenn O'Kearney	Director 2	12/04/2013	0.1	54.5	54.5	Trade-On	discussions with June brut re bank accounts hestc fund accounts closures etc.

Glenn O'Kearney	Director 2	12/04/2013	0.1	54.5	54.5	Trade-On	discussions sally re insurance payments/income of entities
Glenn O'Kearney	Director 2	12/04/2013	0.1	54.5	54.5	Trade-On	review cash flows/. Note to Kelly re meeting.
Justin Clark	Managing Director	12/04/2013	4	500	2000	Administration	Strategy development
Christine Altorator	Director 1	12/04/2013	0.2	485	97	Administration	Administration LMIM as RE/Trustee discussion with JRP re instructions to Castle Partners and PC with Ben at Castle Partners
Matthew Glennon	Director 1	12/04/2013	0.2	485	97	Administration	Administration: reviewed the issues in relation to the UK appointment of Liquidators. Call to Kelly to discuss. Email to proposed Liquidator to confirming timing.
Matthew Glennon	Director 1	12/04/2013	0.1	485	48.5	Administration	Administration: Email to LM to request copies of audited reports for the HK office.
Matthew Glennon	Director 1	12/04/2013	0.2	485	97	Administration	Administration: Call from FTI HK in relation to the Audit Report for the HK office.
Matthew Glennon	Director 1	12/04/2013	0.1	485	48.5	Administration	Administration: Email to E2 to confirm the position in relation to the overseas expense claims
Matthew Glennon	Director 1	12/04/2013	1	485	485	Administration	Administration: Emails from Wendy List and Melanie Peake in relation to the termination letter to Wendy List. Email to Lucy requesting entitlement calculations. Reviewed the HK labour laws to calculate the redundancy and updated the spreadsheet. Finalised the draft termination letter to Wendy List. Instructions to LM to complete letter and issue to Wendy.
Benedict Pasco	Managing Director	12/04/2013	2	466.67	933.33	Administration	Preparing for, and responding to the Service by ASIC dated 9th April 2013 under the "Notice issued under s30 of the Australian Securities and Investment Commission Act of 2001" and all matters relating to it.
Andrew Stokes	Director	12/04/2013	4.5	400	1800	Administration	Media engagement
Renee Lobb	Manager 2	12/04/2013	0.7	395	276.5	Investigations	Compilation of ASIC information. Arrange to be put on CD and send same. Draft document with MIF and AIF distribution information for inclusion. Send documents to Daniel Billings and strat Comm team re media relations post court hearing.
Renee Lobb	Manager 2	12/04/2013	1	395	395	Investigations	Speak with Steve Hamman re information to go to ASIC. Working through court documents and compiling information on same. Speak with CMA re additional inform required.
Renee Lobb	Manager 2	12/04/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	12/04/2013	0.1	395	39.5	Trade-On	Review and respond to emails re COC circular.
Renee Lobb	Manager 2	12/04/2013	0.2	395	79	Trade-On	Responding to investor and creditor queries
Renee Lobb	Manager 2	12/04/2013	0.5	395	197.5	Trade-On	Speak with GDM, ABW and SAM re COC circular. Make changes and send to KWM.
Renee Lobb	Manager 2	12/04/2013	2.2	395	869	Trade-On	Send investor and creditor enquiry responses.
Daniel Billings	Senior Consultant	12/04/2013	2.5	300	750	Administration	Drafting materials
Joanne Dunn	Senior Managing Director	15/04/2013	0.3	575	172.5	Administration	Update website for new investor circular
Joanne Dunn	Senior Managing Director	15/04/2013	0.3	575	172.5	Administration	Review proposed update to website from RLC re AFSL. Discuss with RCL.
Joanne Dunn	Senior Managing Director	15/04/2013	0.2	575	115	Administration	Review letter from KMW to Baker McKenzie re role in funds
Joanne Dunn	Senior Managing Director	15/04/2013	0.4	575	230	Trade-On	Correspond and discuss with SAM issues surround website and unit price value. Discuss tomorrow
Joanne Dunn	Senior Managing Director	15/04/2013	0.2	575	115	Trade-On	telecom hook up and issues to discuss.
Joanne Dunn	Senior Managing Director	15/04/2013	0.4	575	230	Trade-On	Review draft email from LM to send to MPF investors for update on website. Provide RCL with amendment.
Joanne Dunn	Senior Managing Director	15/04/2013	0.4	575	230	Trade-On	Investor queries, discuss with RCL and GOK
Joanne Dunn	Senior Managing Director	15/04/2013	0.1	575	57.5	Trade-On	Correspond with ABW re progress with creditor report advising of extension of convening period.
Joanne Dunn	Senior Managing Director	15/04/2013	0.3	575	172.5	Trade-On	Review lodged minutes of first meeting and discuss with ABW uploading onto website.
Joanne Dunn	Senior Managing Director	15/04/2013	0.3	575	172.5	Trade-On	Discuss with RCL and LM staff wording for circular to investors and advisers re KM appointment to MPF.
John Park	Senior Managing Director	15/04/2013	4.9	575	2817.5	Administration	attend meeting with SunCorp. Attend briefings with senior staff. Review and approval of payments. Attend meeting with lend lease.

Kelly-Anne Trenfield	Senior Managing Director	15/04/2013	0.1	575	57.5	Administration	Review and update tdl
Kelly-Anne Trenfield	Senior Managing Director	15/04/2013	0.3	575	172.5	Administration	Review schedule re allocation of tasks; review tdl in prep for handover
Kelly-Anne Trenfield	Senior Managing Director	15/04/2013	0.1	575	57.5	Trade-On	Discuss sop/cash flow with GOK
Kelly-Anne Trenfield	Senior Managing Director	15/04/2013	0.1	575	57.5	Trade-On	Review SOP
Sally McBryde	Managing Director	15/04/2013	0.1	550	55	Trade-On	Authorise MYOB receipt of funds from LMIM insurance account
Sally McBryde	Managing Director	15/04/2013	2	550	1,100	Trade-On	Reviewing insurance, email from Mark Waller of Clayton Utz, respond to email, email to ABG, email to WI re terms of premium financing
Sally McBryde	Managing Director	15/04/2013	0.2	550	110	Employees	Review employee expenses for overseas employees
Justin Clark	Managing Director	15/04/2013	2.5	500	1,250	Administration	Internal briefings & research
Matthew Glennon	Director 1	15/04/2013	0.2	485	97	Administration	Reviewed the emails over the weekend from UK Liquidator in relation to further information required for the UK liquidation
Matthew Glennon	Director 1	15/04/2013	0.2	485	97	Administration	Emails from LM and overseas employees in relation to expenses. Email to EZ to request an update.
Matthew Glennon	Director 1	15/04/2013	0.2	485	97	Administration	Discussed the processing of the payment with JS.
Matthew Glennon	Director 1	15/04/2013	0.2	485	97	Administration	Reviewed the emails and LM HK employee tax reporting documents, updated the file
Matthew Glennon	Director 1	15/04/2013	0.2	485	97	Administration	Administrator: Reviewed emails from Luke Mann in relation to the proposed Liquidation. Email to Katy Phillips in relation to the timing and the documents required to be executed for the LM UK Liquidation.
Matthew Glennon	Director 1	15/04/2013	0.1	485	48.5	Administration	Reviewed the appointment documents for LM UK.
Matthew Glennon	Director 1	15/04/2013	0.1	485	48.5	Employees	Reviewed the position on the payment of the overseas staff reimbursement claims.
Matthew Glennon	Director 1	15/04/2013	0.1	485	48.5	Employees	Meeting with Donna of surcorp RE authorised signatories and viewing of online accounts
Ryan Zorgrager	Director 1	15/04/2013	0.8	485	368	Administration	Issue with FTI Information Technology department to update system to enable remote login to LM systems
Ryan Zorgrager	Director 1	15/04/2013	1.1	485	533.5	Administration	Telephone out to Luke Barnett of LM. Discuss Luke transferring to MIF and AIF assets to handle property files currently managed by David Hoares.
Ryan Zorgrager	Director 1	15/04/2013	0.4	485	194	Administration	
Renee Lobb	Manager 2	15/04/2013	0.2	395	79	Administration	Correspond with Fran re proposed circular to MPF advisers and investors re KM/Calibre appointment
Renee Lobb	Manager 2	15/04/2013	0.2	395	79	Administration	Reviewing emails and responding re AFSL info to be posted on website, circulars to be sent to investors and data required for same
Renee Lobb	Manager 2	15/04/2013	0.7	395	276.5	Administration	Updating website
Renee Lobb	Manager 2	15/04/2013	0.8	395	316	Trade-On	Responding to numerous investor and adviser emails.
Renee Lobb	Manager 2	15/04/2013	1.7	395	671.5	Trade-On	Responding to numerous investor and adviser emails. Draft AFSL notification for website and send for approval
Renee Lobb	Manager 2	15/04/2013	0.5	395	197.5	Trade-On	Responding to investor queries
Renee Lobb	Manager 2	15/04/2013	0.2	395	79	Trade-On	Email Emma Costello re Independence response to piper alderman corres.
Renee Lobb	Manager 2	15/04/2013	0.4	395	158	Trade-On	Responding to investor and adviser enquiries.
Renee Lobb	Manager 2	15/04/2013	0.2	395	79	Trade-On	Responding to investor queries.
Renee Lobb	Manager 2	15/04/2013	0.8	395	316	Trade-On	Responding to investor emails re update to website.
Eloa Zuardi	Senior Accountant 2	15/04/2013	1	325	325	Trade-On	Follow up cheque not banked re Drake Insurance & outstanding payments
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.5	325	162.5	Trade-On	Arrange payment re Lumley Finance - Monthly Direct Debits of \$53,366.94
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.1	325	32.5	Trade-On	Follow up JS re insurance Payment
Brittany Newman	Administration	15/04/2013	0.1	130	13	Trade-On	Mail in from Paradise Security - Tax Invoice #137302
Brittany Newman	Administration	15/04/2013	0.1	130	13	Trade-On	Mail in from Paradise Security - Tax Invoice #137301
Joan Springgate	Administration	15/04/2013	0.3	130	39	Trade-On	Setting up Transfer

Joanne Dunn	Senior Managing Director	16/04/2013	0.3	575	172.5	Administration	Review additions to website and update. Discuss with RCL.
Joanne Dunn	Senior Managing Director	16/04/2013	0.3	575	172.5	Trade-On	Review investor queries.
Kelly-Anne Trenfield	Senior Managing Director	16/04/2013	0.1	575	57.5	Administration	Discuss LM controller apt with NRJ
Kelly-Anne Trenfield	Senior Managing Director	16/04/2013	0.1	575	57.5	Administration	emails in
Sally McBrayde	Managing Director	16/04/2013	0.1	575	57.5	Assets	Call in from Kerry Young re property CV
Sally McBrayde	Managing Director	16/04/2013	2.5	550	137.5	Trade-On	Dealing with PI insurance, obtain information to complete proposal
Sally McBrayde	Managing Director	16/04/2013	0.1	550	55	Trade-On	Approve deposit of balance in LMM insurance account into admin account
Sally McBrayde	Managing Director	16/04/2013	0.2	550	110	Trade-On	Discussions with Kelvin Fair re insurance release, emails to Malleasons, follow up
Andrew Weatherley	Director 2	16/04/2013	0.1	545	54.5	Trade-On	Email from Auscript encl Invoice, check and fwd to SAC
Brendan Nixon	Director 2	16/04/2013	1.3	645	708.5	Employees	Update from MDG re: NZ entity; emails with LM GC re: various queries; NZ company searches; email to Bell Gully solicitors re: winding-up matters.
Glenn O'Keamey	Director 2	16/04/2013	0.5	545	272.5	Trade-On	review quarantined investors data for AIF/CPF. Update/ Note to Kelly re advice, Reply to queries regarding MPF quarantined funds.
Glenn O'Keamey	Director 2	18/04/2013	2	545	1090	Trade-On	review and update cash flow forecasts with income details/updates to expenses etc. update for cash movements. Review bank accounts and transactions in MYOB. Sign off on various transfers/myob transactions. discussions with Eloa regarding sop trading for
Glenn O'Keamey	Director 2	16/04/2013	0.5	545	272.5	Trade-On	review and update cash flow forecasts with income details/updates to expenses etc. update for cash movements. Review bank accounts and transactions in MYOB. Sign off on various transfers/myob transactions. discussions with Eloa regarding sop trading.
Justin Clark	Managing Director	16/04/2013	1.5	500	750	Administration	Strategy development
Christine Alterator	Director 1	16/04/2013	0.2	485	97	Administration	email from GOK re agreement/costs estimate for Castle Partners; emails in from EBZ re phone lines
Christine Alterator	Director 1	16/04/2013	1.2	485	582	Investigations	finalise summary schedule. PC with RFZ to discuss complex projects and relevant valuation
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Administration	Receipt of the UAE landlord invoice, email to Nick Glover seeking clarification on the Landlord position
Matthew Glennon	Director 1	16/04/2013	0.3	485	145.5	Administration	Email from EBZ in relation to the Overseas leases, reviewed the NZ invoice for rent. Search of NZ Companies House to determine the relationship between the two NZ entities Kopuwau Investments and Tawera Group. Email to EBZ confirming position with respect
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Employees	Email from RCL in relation to queries of outstanding employee entitlements overseas entities
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Administration	Emails from HK FTI and Eghard in relation to the documents required to be completed by Eghard for the HK Liquidation
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Administration	Email from BJN in relation to the NZ entity. Discussed the relationship between other LM entity.
Matthew Glennon	Director 1	16/04/2013	0.2	485	97	Administration	Documents from Rollings Oliver in relation to the CVL of LM UK. Reviewed the documentation and collated for Administrators to sign on behalf of LMM
Matthew Glennon	Director 1	16/04/2013	0.3	485	145.5	Administration	Email response from Nick Glover in relation to the rent in UAE. Call to Katy Phillips to get further details in respect to the agreement in relation to the termination of the lease in UAE.
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Administration	Reviewed the appointment documents for the LM UK entity.
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Administration	Email to Katy Phillips of LM to confirm the existence of the second HK bank account
Matthew Glennon	Director 1	16/04/2013	0.2	485	97	Administration	Reviewed all previous emails to locate reference to HK bank accounts. Discussed with BJN. Reviewed initial email from HK FTI re accounts
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Administration	Email to HK Liquidators to confirm the funds held in the HK account

Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Administration	Email from HK FTI in relation to the documents required for the HK CVL.
Matthew Glennon	Director 1	16/04/2013	0.1	485	48.5	Employees	Reviewed the POD from the South African employee. Reviewed the calculation of her entitlements. Email to SAC.
Matthew Glennon	Director 1	16/04/2013	0.2	485	97	Employees	Reviewed email from South African employee. Reviewed the calculation of her entitlements. Email response confirming the basis of the calculation
Matthew Glennon	Director 1	16/04/2013	1.3	485	630.5	Employees	Updating the overseas employee entitlement spreadsheet for all offices, reviewed and confirmed the position in relation to NZ entitlements. Prepared a file note to summarise the entitlements and the employees right to claim against the different entities
Ryan Zorzdrager	Director 1	16/04/2013	0.4	485	194	Administration	Review MIF cash flow and meeting with GOK RE LMIM fees
Ryan Zorzdrager	Director 1	16/04/2013	0.3	485	145.5	Administration	Emails with Ghette RE provision of records pursuant to lien
Ryan Zorzdrager	Director 1	16/04/2013	2.3	485	1115.5	Administration	Review LM server for valuations and other security information to transfer to FTI server to assist with asset realisation purposes
Andrew Stokes	Director	16/04/2013	1.5	400	600	Administration	Media engagement
Renee Lobb	Manager 2	16/04/2013	0.1	395	39.5	Investigations	Compile documents and send email to trust company
Renee Lobb	Manager 2	16/04/2013	0.2	395	79	Investigations	Compile and send to GDM ASIC information to send to Anne
Renee Lobb	Manager 2	16/04/2013	1.6	395	632	Investigations	Drafting letter to PTAL with information on fund assets, loans, security etc. to assist in defending imminent Trilogy/Finer Alderman action
Renee Lobb	Manager 2	16/04/2013	0.2	395	79	Investigations	Sending POS and constitution documents to trust company
Renee Lobb	Manager 2	16/04/2013	1.7	395	671.5	Trade-On	Responding to investor and adviser enquiries.
Renee Lobb	Manager 2	16/04/2013	0.2	395	79	Trade-On	Arrange MPF circular re apt of KM to be sent to Worldwide to send to MPF investor post listing
Renee Lobb	Manager 2	16/04/2013	0.1	395	39.5	Trade-On	Responding to investor queries
Renee Lobb	Manager 2	16/04/2013	0.2	395	79	Trade-On	Respond to investor and adviser queries.
Renee Lobb	Manager 2	16/04/2013	0.6	395	237	Trade-On	Responding to investor and adviser emails.
Renee Lobb	Manager 2	16/04/2013	0.3	395	118.5	Trade-On	Send email to strict comms summarising NZ info requested
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.2	325	65	Administration	Energy Australia Account
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.1	325	32.5	Trade-On	Transfer of Funds LMIM to LMA
Joan Springate	Administration	16/04/2013	0.2	130	26	Trade-On	Online Transfer
Joan Springate	Administration	16/04/2013	0.2	130	26	Trade-On	Online Transfer
Julie Ross	Administration	16/04/2013	0.7	130	91	Administration	Emails to and from Wayne at Worldwide print regarding report and email and posting report.
Julie Ross	Administration	16/04/2013	0.1	130	13	Administration	Review website for reporting of emails set up logon and send to ABW
Marushka Flynn	Administration	16/04/2013	0.1	130	13	Administration	Finalised CTC to creditors & investors
Marushka Flynn	Administration	16/04/2013	0.3	130	39	Administration	Online search for various creditors/investors contact details
Ghette Muller	Senior Managing Director	17/04/2013	1	575	575	Administration	Staff meeting with Ian and DJB regarding next steps in terms of legal matters and overall strategy with respect to LMIM and MIF 11-12
Kelly-Anne Trenfield	Senior Managing Director	17/04/2013	8.3	575	4772.5	Trade-On	Travel to/from LM offices; attendance on site re meeting to discuss staffing; meeting re operations and cash flow
Sally McBryde	Managing Director	17/04/2013	1.5	580	825	Trade-On	Dealing with PI insurance; obtain information to complete proposal
Sally McBryde	Managing Director	17/04/2013	0.1	580	55	Employees	Email from Alison Miller re subcontracting of graphic design
Sally McBryde	Managing Director	17/04/2013	4	580	2200	Trade-On	Attend premises, meet with KAT re cash flows/budgets etc., meet with Fran Mulder and Eghard Van Der Hoven re operation costs reductions, discussions re office relocations & redundancies, discussions re cash flows, trade on issues
Brendan Nixon	Director 2	17/04/2013	0.1	545	54.5	Employees	Transfer of overseas offices emails to public folder.

Brendan Nixon	Director 2	17/04/2013	0.3	545	163.5	Employees	Reply to email from Lucy Bloomfield re: info required for NZ entity; email GOK & SMB re: LM Investments Limited; email to Ken Harrington @ PKF NZ re: balance sheet request.
Glenn O'Kearney	Director 2	17/04/2013	0.5	545	272.5	Trade-On	meet with June Burt and approve transfer of bank fee reimbursements between accounts. Review correspondence June/HSBC re account management. Email correspondence with HSBC
Glenn O'Kearney	Director 2	17/04/2013	4.5	545	2452.5	Trade-On	attendance onsite. Meet with Kelly re cash flows/budgets etc. meet with Fran and Egherd re operation costs reductions etc. discussions re office relocations. Discussions with J Corbett and Kat re inflows.
Glenn O'Kearney	Director 2	17/04/2013	0.5	545	272.5	Trade-On	Discussions with Eloba re accounts/supplier and redo team mtg
Matthew Glennon	Director 1	17/04/2013	0.3	485	145.5	Administration	Email to GDM in relation to the costs for the pre-appointment time from HK FTI. Summarised the position and any agreements. Discussed with GDM and email to Forely at HK to clarify the pre-appointment time funding.
Matthew Glennon	Director 1	17/04/2013	0.4	485	194	Administration	Emails from LM staff in relation to the HK bank accounts. Reviewed bank statements provided and call to Lucy to confirm the ownership of the accounts. Email to HK FTI to confirm accounts with LM/MI to fund liquidation
Ryan Zorndrager	Director 1	17/04/2013	0.2	485	97	Administration	Review internal staff allocation
Ryan Zorndrager	Director 1	17/04/2013	1.1	485	533.5	Administration	Preparation for and attendance of LM team meeting
Ryan Zorndrager	Director 1	17/04/2013	0.2	485	97	Administration	Source custodian agreements for SAM for insurance purposes.
Andrew Stokes	Director	17/04/2013	2	400	800	Administration	Media engagement
Renee Lobb	Manager 2	17/04/2013	0.6	395	237	Administration	Liaising with Andrew Stokes in srat comms re queries to be answered for NZ investors. Obtain information from LM staff and send to strat comms. Also Compile legal documents for GDM's meeting with Stephen Russel. Reviewing numerous emails re AFSL issue wit
Renee Lobb	Manager 2	17/04/2013	0.1	395	39.5	Administration	Update VA website with email addresses
Renee Lobb	Manager 2	17/04/2013	0.4	395	158	Assets	Emails with John Corbett re asset specific queries, review and respond to enquirers.
Renee Lobb	Manager 2	17/04/2013	0.1	395	39.5	Investigations	Requesting legal documents from KWM
Renee Lobb	Manager 2	17/04/2013	1	395	395	Investigations	Reviewing numerous emails re legal actions pending. Liaise with KWM to obtain information. Save information to file and send to Russell's and Allan per GDM's request.
Renee Lobb	Manager 2	17/04/2013	0.2	395	79	Trade-On	Responding to adviser and investor queries regarding AIF status and likely distributions
Renee Lobb	Manager 2	17/04/2013	1.5	395	592.5	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	17/04/2013	0.8	395	237	Trade-On	Responding to investor queries around hardship payments and adviser queries re AIF transfer requests and process. Fwd enquiry to Fran at LM re same.
Benjamin Robson	Manager 2	17/04/2013	0.3	235	70.5	Trade-On	Drake Insurance Teletex changes of customer form signed and processed
Joanne Dunn	Senior Managing Director	18/04/2013	1.9	575	1092.5	Administration	Meeting with GDM and RCL to discuss legal matters.
Kelly-Anne Trenfield	Senior Managing Director	18/04/2013	0.5	575	287.5	Administration	JRP re staffing meeting with D.B./an F re resources/planning. GDM re funding
Sally McByde	Managing Director	18/04/2013	2	550	1100	Trade-On	Attend premises. discussions with staff, trading issues, relocation discussions
Brendan Nixon	Director 2	18/04/2013	0.5	545	272.5	Employees	Email to Haydn Wong (Bell & Gully solicitors) re: NZ winding-up queries; review balance sheet, etc. re: NZ subsidiary.
Glenn O'Kearney	Director 2	18/04/2013	1	545	545	Trade-On	admin. Review wot emails/updates on investor/other issues
Glenn O'Kearney	Director 2	18/04/2013	0.2	545	109	Trade-On	discussions with June re bank account issues/procedures to close accounts etc.
Glenn O'Kearney	Director 2	18/04/2013	2.5	545	1362.5	Trade-On	trading issues - with Eloba. Cash flows, inflows re man fees etc. discussions solicitor - re various staff re issues.
Justin Clark	Managing Director	18/04/2013	2	500	1000	Administration	Media engagement
Matthew Glennon	Director 1	18/04/2013	0.1	485	48.5	Employees	Email from Canadian employee in relation to payment of entitlements.
Matthew Glennon	Director 1	18/04/2013	0.1	485	48.5	Administration	Email from BJM in relation to the wind up of the NZ entity

Matthew Glennon	Director 1	18/04/2013	0.1	485	48.5	Administration	Email with a further account from the Canadian LM office. Updated the statement of position
Matthew Glennon	Director 1	18/04/2013	0.2	485	97	Administration	Call to James Young in Thailand with an update on the outstanding liabilities in the Thailand
Matthew Glennon	Director 1	18/04/2013	0.1	485	48.5	Employees	Email to Canadian employee in relation to the timing of the payment of the employee entitlements
Matthew Glennon	Director 1	18/04/2013	0.3	485	145.5	Administration	Updating the outstanding issues in relation to the dissolving process of the Canadian entity. Email to LM staff seeking clarification of the funds in the account
Ryan Zörggraber	Director 1	18/04/2013	0.4	485	194	Administration	Draft email to FTI Team RE ASIC hardship payments
Andrew Stokes	Director	18/04/2013	1.5	400	600	Administration	Internal briefings & research
Renee Lobb	Manager 2	18/04/2013	0.1	395	39.5	Trade-On	Call with LM Employee re contact details whilst Bright on leave.
Renee Lobb	Manager 2	18/04/2013	0.1	395	39.5	Administration	Respond to NZ fraud office re requested information. Do bring up for 2 week response
Renee Lobb	Manager 2	18/04/2013	0.2	395	79	Administration	Doing schedule of legal practitioners on file and discuss with JED. Also arrange meeting to discuss legal issues with JED and GDM
Renee Lobb	Manager 2	18/04/2013	0.2	395	79	Administration	Update website for KordaMentha email address. Respond to KM staff member on same. Review email re record requires through Bright by KM
Renee Lobb	Manager 2	18/04/2013	0.3	395	118.5	Administration	Meeting with JSD and GDM re legal issues.
Renee Lobb	Manager 2	18/04/2013	1.6	395	632	Investigations	Reviewing and on sending email from NZ serious fraud office
Renee Lobb	Manager 2	18/04/2013	0.1	395	39.5	Investigations	Reviewing AFSI licence comparison. Save to file.
Renee Lobb	Manager 2	18/04/2013	0.2	395	79	Investigations	Email Allan docs requested per gdm's instructions
Renee Lobb	Manager 2	18/04/2013	0.1	395	39.5	Investigations	Send Email to Mark Weller at Clayton Utz with information on submissions
Renee Lobb	Manager 2	18/04/2013	0.1	395	39.5	Investigations	Reviewing emails from Clayton Utz requesting information. Request submission docs to KWM
Renee Lobb	Manager 2	18/04/2013	0.2	395	79	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	18/04/2013	0.4	395	158	Trade-On	Responding to investor and adviser emails re CPAIF and discuss distribution issues and details with Francene
Renee Lobb	Manager 2	18/04/2013	0.6	395	237	Trade-On	Do investor circular re books and records after meeting with KAT
Renee Lobb	Manager 2	18/04/2013	0.1	395	39.5	Trade-On	Minor amendments to investor circular. Check with KAT when to finalise and upload to website
Renee Lobb	Manager 2	18/04/2013	0.3	395	118.5	Trade-On	Meet with KAT re changes and rework investor circular based on same
Renee Lobb	Manager 2	18/04/2013	0.3	395	118.5	Trade-On	Take call from investors re FMIIF. Answer queries and return email received after call.
Daniel Billings	Senior Consultant	18/04/2013	1	300	300	Administration	Internal briefings & research
Carly Drew	Administration	18/04/2013	0.2	130	26	Administration	drafted Form 492 ASIC doc RE previously lodged Form 5011
Joanne Dunn	Senior Managing Director	19/04/2013	0.2	575	1.15	Trade-On	Assist GDM with investor query and notices issued.
Sally McByrde	Managing Director	19/04/2013	0.2	550	1.10	Trade-On	Queries re Drake Insurance, follow up release from Mallesons
Sally McByrde	Managing Director	19/04/2013	0.5	550	275	Trade-On	Follow up queries from Blue Broking re PI insurance - operation of funds etc.
Brendan Nixon	Director 2	19/04/2013	0.4	545	218	Employees	Review emails from Hayden Wong (Bell & Gully solicitors NZ); email update to GOK with recommendations (refer file).
Brendan Nixon	Director 2	19/04/2013	0.1	545	54.5	Employees	Email reply to Mike Steyn (former South African employee) - refer LM SA public folder in Outlook.
Glenn O'Keartney	Director 2	19/04/2013	2	545	1090	Trade-On	review man fee data/records etc. issue notes to Kelly and Ian regarding matter. Discussions with djb. Discussions with Eryn re current amounts and other information. Update cash flows re man fees /etc. Prelim review wor constitution information. discuss

Glenn O'Kearney	Director 2	19/04/2013	3	545	1635	Trade-On	review and update cash flows. Discussions with Elia re cash flow data. Review bank accounts/transfers etc. prepare updated SOP/cash flows for Kelly/Jan discussions. Discuss cash movement s.d.b. Liaise with Jo Dunn and other staff re costs/outflows etc.
Oliver Schweizer	Managing Director	19/04/2013	0.8	545	436	Administration	Review of MIS constitution & discussions with GDM
Christine Alterator	Director 1	19/04/2013	0.1	485	48.5	Administration	email in from castle partners and update KAT
Christine Alterator	Director 1	19/04/2013	0.3	485	145.5	Administration	emails in from Warren at Castle Partners re members registers for Computershare and request for member register to include advisor details; draft email to Steve at LM requesting the registers for Computershare and additional info to the data room; request
Matthew Glennon	Director 1	19/04/2013	0.2	485	97	Administration	Small from HK in relation to proxy forms of the members meetings for the CVL of the HK entity, clarification on documents required
Matthew Glennon	Director 1	19/04/2013	0.2	485	97	Administration	Emails to HK FTI in relation to Thailand staff claiming in the HK employee scheme
Matthew Glennon	Director 1	19/04/2013	0.4	485	194	Administration	Email to GOK with a summary of all overseas offices and the position in respect to the liabilities
Matthew Glennon	Director 1	19/04/2013	0.3	485	145.5	Administration	Emails to LM staff in relation to the Canadian bank account, reviewed the HSBC statements
Ryan Zorndrager	Director 1	19/04/2013	2.7	485	1309.5	Administration	Review of hourly rate charges and legal advice
Ryan Zorndrager	Director 1	19/04/2013	0.4	485	194	Administration	Lygon Street Progress Draw
Ryan Zorndrager	Director 1	19/04/2013	0.6	485	291	Administration	Review purchase order register and register of payments. Discuss with Alina and conference with her to fine tune
Renee Lobb	Manager 2	19/04/2013	0.4	395	158	Administration	Update website for new KM details. Speak with GDM re edits to strategy paper.
Renee Lobb	Manager 2	19/04/2013	0.6	395	237	Administration	Finalising letter to investors re books and records. Update website for same
Renee Lobb	Manager 2	19/04/2013	1	395	395	Investigations	Reviewing and saving all legal emails re new RE appointment, see through provisions, books and records etc. Discuss updating schedule to include FTI instructing party
Renee Lobb	Manager 2	19/04/2013	0.6	395	237	Investigations	Dealing with piper alderman information request and legal matters
Renee Lobb	Manager 2	19/04/2013	0.7	395	276.5	Trade-On	Call investor re letter received. Confirm status and send email after reviewing investment name and fund. Send FAQ's to investors requesting same via post.
Renee Lobb	Manager 2	19/04/2013	1.6	395	632	Trade-On	Meeting with Cameron Knox and Peter Kenzie re FMIF, AIF Etc. With GDM and JC. Answer queries and provide fund overview
Renee Lobb	Manager 2	19/04/2013	0.1	395	39.5	Trade-On	Responding to investor query
Renee Lobb	Manager 2	19/04/2013	0.2	395	79	Trade-On	Responding to investor and adviser queries.
Daniel Billings	Senior Consultant	19/04/2013	1	300	300	Administration	Internal briefings & research
Joan Springate	Administration	19/04/2013	0.2	130	28	Trade-On	Deposit Cheque
Joan Springate	Administration	19/04/2013	0.3	130	39	Trade-On	Online Transfer
Kelly-Anne Trenfield	Senior Managing Director	21/04/2013	0.3	575	172.5	Administration	Review and update tdt; review 0/9 email issues and file
Kelly-Anne Trenfield	Senior Managing Director	21/04/2013	0.4	575	57.5	Administration	planning meeting
Glenn O'Kearney	Director 2	21/04/2013	0.5	545	272.5	Trade-On	discussions DB/review webmail Cora re updates cash/strategy etc.
Joanne Dunn	Senior Managing Director	22/04/2013	0.1	575	57.5	Administration	Review KWM service agreement.
Kelly-Anne Trenfield	Senior Managing Director	22/04/2013	0.4	575	230	Trade-On	General attendance on-site; discussions with directors/staff; review mail/emails in; file management; attend team meeting
Sally McBryde	Managing Director	22/04/2013	0.4	550	55	Trade-On	Discussion with DJB re Drake Insurance release, follow up Mallesons re short termination deed
Glenn O'Kearney	Director 2	22/04/2013	0.5	545	272.5	Trade-On	discuss cash flows/man fee info with Kat

Glenn O'Kearney	Director 2	22/04/2013	1.5	545	817.5	Trade-On	trading issues/cash flow issues/review main fee information and consider treatment. Discussions Kelly, DUB, RFZ, J Corbett re treatment. Discussions with Eryn re pkt. Review pkt invoices etc. and discuss with Kelly. Review eng letter. Discuss Maddison note jng and forward info. discuss in fees rft, discuss cash movements Elos, review super pay info and wage reduction info. note to Lucy re nta requirement, review valuation info and iv info re 38 cavi.
Christine Alterator	Director 1	22/04/2013	0.3	485	145.5	Administration	emails in from Castle Partners
Christine Alterator	Director 1	22/04/2013	0.6	485	201	Administration	review emails in from castle partners
Christine Alterator	Director 1	22/04/2013	0.9	485	436.5	Administration	email info from Steve; access data room and email files to CP and Computershans; PC to CP re balance of docs, teleconference and FTI logs; discuss with JED/RLC re logo and teleconference; email response to Warren at CP re teleconference and log; email out to RLH requesting current FTI logo
Christine Alterator	Director 1	22/04/2013	0.1	485	48.5	Administration	email in from Lina at Computershare and email out to Steve at LM
Matthew Glennon	Director 1	22/04/2013	0.2	485	97	Administration	Email from Katy Phillips in relation to the wind down of Bangkok and Dubai office. Call to Katy to discuss outstanding issues
Matthew Glennon	Director 1	22/04/2013	0.2	485	97	Administration	Email to FTI HK in relation to the upcoming Liquidation and members meeting with LMIM. Call to HK FTI to clarify the documents they require for the meeting
Matthew Glennon	Director 1	22/04/2013	0.1	485	48.5	Administration	Email to GOK requesting an update on the timing for the payment of the UAE employees
Matthew Glennon	Director 1	22/04/2013	0.2	485	97	Administration	Organised LMIM Administrator to execute the short notice for the members meeting in the UK Liquidation. Email to Liquidator to confirm the process and LMIM's requirement to attend
Matthew Glennon	Director 1	22/04/2013	0.3	485	145.5	Administration	Emails with LM staff in relation to the withdrawals from the HSBC HK account. Call to HK FTI to discuss the account being frozen. Email to LM staff providing the position with respect to freezing the account.
Matthew Glennon	Director 1	22/04/2013	0.2	485	97	Administration	Email from Eghard in relation to the HK account and implications of withdrawals. Call to HK FTI and response to Eghard
Matthew Glennon	Director 1	22/04/2013	0.1	485	48.5	Administration	Email to UK Liquidators with proxy form for the meeting of LMIM as member
Matthew Glennon	Director 1	22/04/2013	0.1	485	48.5	Administration	Email in relation to the rent in Dubai
Matthew Glennon	Director 1	22/04/2013	0.1	485	48.5	Administration	Further email from Lucy at LM in relation to withdrawals from the HK account
Ryan Zinggrager	Director 1	22/04/2013	0.8	485	388	Trade-On	Meeting with Finance Team RE roadblocks
Ryan Zinggrager	Director 1	22/04/2013	1.3	485	630.5	Trade-On	Meeting with Eryn and Accounts team RE roadblocks to them performing their duties
Renee Lobb	Manager 2	22/04/2013	0.4	395	158	Administration	Completing gold coast property schedule of assets fro JED to accompany legal actions.
Renee Lobb	Manager 2	22/04/2013	0.1	395	39.5	Administration	Updating legal counsel spread sheet and send to GDM.
Renee Lobb	Manager 2	22/04/2013	0.2	395	79	Creditors	Send information to advisers per last weeks meeting
Renee Lobb	Manager 2	22/04/2013	0.3	395	118.5	Investigations	Reviewing real estate files to answer query to accompany LM information for JED. Send email to all staff requesting number of properties sold in 2012 year. Send prelim info to JED.
Renee Lobb	Manager 2	22/04/2013	0.6	395	237	Trade-On	Responding to investor queries
Renee Lobb	Manager 2	22/04/2013	0.7	395	276.5	Trade-On	With JED re teleconference potential for investor MIF meeting. Update website for info on same and put page as under construction
Renee Lobb	Manager 2	22/04/2013	0.2	395	79	Trade-On	Responding to investor and adviser queries
Renee Lobb	Manager 2	22/04/2013	0.2	395	79	Trade-On	Responding to investor and adviser queries concerned on piper alderman tribagy move
Elos Zuardi	Senior Accountant 2	22/04/2013	0.1	325	32.5	Administration	MYQB vouchers re transfer of funds across to LMA
Joan Springate	Administration	22/04/2013	0.1	130	13	Administration	Bank Rec

Tracey Rumbold	Administration	22/04/2013	0.5	130	65	Trade-On	Payments
Sally McBryde	Managing Director	23/04/2013	1	550	550	Trade-On	Attendance on site, follow up various emails, phone calls and discussions regarding administration, dealing with trading issues
Sally McBryde	Managing Director	23/04/2013	1	550	550	Trade-On	LM business meeting
Glenn O'Kearney	Director 2	23/04/2013	0.5	545	272.5	Administration	General updates/emails/ Kelly Corp re AIF quarantined funds, re meeting etc.
Glenn O'Kearney	Director 2	23/04/2013	1	545	545	Trade-On	Updates from Sally re redundancy's. Discussions with DJB and Ian Francis regarding man fees/cash flows/operations etc. liaise with Eryn and Simon at lm regarding march man fees/review invoices etc. discussions with John Corbett regarding process for man fees.
Glenn O'Kearney	Director 2	23/04/2013	0.3	545	163.5	Trade-On	Update cash flow statement for payg timing/super/employees etc.
Glenn O'Kearney	Director 2	23/04/2013	1	545	545	Trade-On	Updates from Sally re redundancy's. Discussions with DJB and Ian Francis regarding man fees/cash flows/operations etc. liaise with Eryn and Simon at lm regarding march man fees/review invoices etc. discussions with John Corbett regarding process for man fees.
Glenn O'Kearney	Director 2	23/04/2013	0.3	545	163.5	Trade-On	Update cash flow statement for payg timing/super/employees etc.
Justin Clark	Managing Director	23/04/2013	2	500	1000	Administration	Strategy development
Matthew Glennon	Director 1	23/04/2013	0.2	485	97	Administration	Email from HK FTI in relation to a written resolution notice for LMIM as the member of LMIMI, called HK FTI to confirm the requirement for the members meeting
Matthew Glennon	Director 1	23/04/2013	0.2	485	97	Administration	Email from HK FTI and LM staff in relation to transferring funds between accounts
Matthew Glennon	Director 1	23/04/2013	0.2	485	97	Administration	Call to Dorina from LM in relation to the wind down of the Canadian entity. Reviewed the bank statement confirming funds in the Canadian account
Matthew Glennon	Director 1	23/04/2013	0.2	485	97	Administration	Call from Eghard in relation to the funds in the HK account. Email from LM staff confirming the position with respect to transferring funds to HK FTI
Matthew Glennon	Director 1	23/04/2013	0.2	485	97	Administration	Email from UK Liquidator in relation to the meeting for the Liquidation
Matthew Glennon	Director 1	23/04/2013	0.1	485	48.5	Administration	Email from Canadian employee in relation to employee entitlements
Matthew Glennon	Director 1	23/04/2013	0.1	485	48.5	Employees	
Ryan Zargrager	Director 1	23/04/2013	0.3	485	145.5	Administration	Provide email to GOK and SAM re expenses incurred RE Lyon street property.
Ryan Zargrager	Director 1	23/04/2013	0.2	485	97	Administration	Review history of Citic top up payment and email BJR and EBZ to follow-up
Andrew Stokes	Director	23/04/2013	3	400	1200	Administration	Drafting materials
Renee Lobb	Manager 2	23/04/2013	0.2	395	79	Investigations	take call from concerned party re potential Trilogy appointment
Renee Lobb	Manager 2	23/04/2013	0.1	395	39.5	Investigations	Finalise property summary for JED
Renee Lobb	Manager 2	23/04/2013	0.2	395	79	Investigations	With GDM re legal correspondences. Save various emails to file for quick reference
Renee Lobb	Manager 2	23/04/2013	0.2	395	79	Investigations	Get clarification from MJW on sale of outrigger units. Update spread sheets.
Renee Lobb	Manager 2	23/04/2013	0.5	395	197.5	Investigations	Reviewing AFSL response from Piper Alderman. Save to file. Review and save to file second originating application also.
Renee Lobb	Manager 2	23/04/2013	0.4	395	158	Investigations	Finalise property gold coast spread sheet and send to JED
Renee Lobb	Manager 2	23/04/2013	0.3	395	118.5	Investigations	Take call from investor and answer redemption query
Renee Lobb	Manager 2	23/04/2013	0.1	395	39.5	Trade-On	Speak with JED re LM circulars to be issued.
Renee Lobb	Manager 2	23/04/2013	0.1	395	39.5	Trade-On	Take call from adviser re GC Investors re MIF
Renee Lobb	Manager 2	23/04/2013	0.3	395	118.5	Trade-On	Call investor (Beryl Besham) re financial ombudsman complain. Advise process of VA and update of FMIF. Email FOS re further steps.
Renee Lobb	Manager 2	23/04/2013	0.2	395	79	Trade-On	Attendance on teleconference re LM updates on all matters - legal, assets, operations etc.
Renee Lobb	Manager 2	23/04/2013	0.6	395	237	Trade-On	Responding to investor queries and reviewing Financial Ombudsman emails. Save to file
Renee Lobb	Manager 2	23/04/2013	0.2	395	79	Trade-On	Phone call in from investor
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.1	325	32.5	Creditors	Investigate Telstra change of customer forms, send to Nicholas
Benjamin Robson	Accountant	23/04/2013	0.2	235	47	Trade-On	

Benjamin Robson	Accountant	23/04/2013	0.6	235	141	Trade-On	transfer of funds to LMA - correspondence with KAT, CMA, JS, MYOB vouchers prepared, request for approval from SMD
Caroline Halcoop	Administration	23/04/2013	0.1	130	13	Trade-On	4.13pm Process Commbiz - LM administration
Joan Springgate	Administration	23/04/2013	0.3	130	39	Trade-On	Online Transfers
Joan Springgate	Administration	23/04/2013	0.3	130	39	Trade-On	Online Transfers
Anthony Quach	Senior Managing Director	24/04/2013	3	566.67	1700.01	Administration	Staff strategy meetings and review of information
Sally McBryde	Managing Director	24/04/2013	0.2	550	110	Trade-On	Small changes to Deed of Termination from Kelvin Fair to Mallesons, review requested amendments, email from Mallesons, forward to DJB for comment
Andrew Weatherley	Director 2	24/04/2013	0.2	545	109	Administration	Call with GOK re info needed for crt app/S Russell. Review various emails
Glenn O'Keamey	Director 2	24/04/2013	1.5	545	817.5	Trade-On	Cash flows/operations issues/updates employees and other issues/review constitutions. Review management fees march - liaise with lm staff re preparation of numbers/invoices/other issues
Glenn O'Keamey	Director 2	24/04/2013	1.5	545	817.5	Trade-On	Cash flows/operations issues/updates employees and other issues/review constitutions. Review management fees march - liaise with lm staff re preparation of numbers/invoices/other issues
Justin Clark	Managing Director	24/04/2013	1.5	500	750	Administration	Internal briefings & research
Matthew Glennon	Director 1	24/04/2013	0.2	485	97	Administration	Emails from LM in relation to the process of transferring funds from the two HK accounts. Call from Eghard to confirm his instructions to transfer the funds
Matthew Glennon	Director 1	24/04/2013	0.2	485	97	Administration	Liaising with GDM to ensure resolution as member of LMIM for LMIMI to be put into liquidation. Call to HK FTI to confirm correctly completed.
Matthew Glennon	Director 1	24/04/2013	0.1	485	48.5	Administration	Email from Lucy in relation to instructions for the transferring of the funds in HK accounts.
Ryan Zorgrager	Director 1	24/04/2013	0.2	485	97	Administration	Emails and review of Hockey Lawyers invoices. Draft email to Tony Hickey
Ryan Zorgrager	Director 1	24/04/2013	0.2	485	97	Administration	Email to Amanda Gardner RE future cash sheet
Andrew Stokes	Director	24/04/2013	2.5	400	1000	Administration	Drafting materials
Andrew Stokes	Director	24/04/2013	0.5	400	200	Administration	Internal briefings & research
Renee Lobb	Manager 2	24/04/2013	2.1	395	829.5	Investigations	Compiling all information required by Russell's for counsel brief. Request and discuss same with FTI and LM staff.
Renee Lobb	Manager 2	24/04/2013	0.6	395	237	Trade-On	Reviewing and responding to investor emails
Patrick Ma	Director	24/04/2013	0.75	350	262.5	Administration	Travel from Sydney to Gold Coast
Patrick Ma	Director	24/04/2013	0.75	350	262.5	Administration	Travel from Gold Coast to Sydney
Patrick Ma	Director	24/04/2013	2	350	700	Administration	Attend to client office and liaise with LM's IT and taking custody of MAS units; and go through backup procedure details with IT
Patrick Ma	Director	24/04/2013	0.3	350	105	Administration	Checking units and data after return to Sydney office
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.5	325	162.5	Administration	Phone call in from Suncorp re LM Aus Income Fund - tr request
Benjamin Robson	Accountant	24/04/2013	0.2	235	47	Trade-On	Phone call from Leslie Gould re LMIM invoices. Confer with EBZ and RFZ whether invoices related to MPP. Email to Leslie
Caroline Halcoop	Administration	24/04/2013	0.1	130	13	Trade-On	4.39pm Commbiz online process x 2
Joan Springgate	Administration	24/04/2013	0.3	130	39	Trade-On	Online Transfers
Julie Ross	Administration	24/04/2013	0.1	130	13	Administration	Insert GDM signature into LMI Resolutions document for MDG as per email
Anthony Quach	Senior Managing Director	25/04/2013	1	566.67	566.67	Administration	Review correspondence and emails

Andrew Weatherley	Director 2	25/04/2013	0.9	545	490.5	Administration	Finalise and send email to ASIC encl, note to RCL re to do, print and check pts. Update COC mgmt schedule for attendees. Email from/to B Maloney re dial in. Email from/to S Lister re signing deed. Email from/to Song re signing docs, new details. Print deed for GDM execution. Kitlil email encl signed docs, print, send to GDM for signing. Email from/to Marnie re deed changes, email Cam/Luke-KWM, resp to Marnie. Takahasi emails (x3) re attending mtg, encl elect notify, and Confide Deed. Email H Takahasi Confide Deed, check docs.
Renee Lobb	Manager 2	25/04/2013	0.2	395	79	Administration	Update website for orders on extension to convening period
Anthony Quach	Senior Managing Director	26/04/2013	1	566.67	566.67	Administration	Review emails and staff meetings
Sally McByde	Managing Director	26/04/2013	0.1	550	55	Trade-On	Instructions to pay PI insurance premium funding final instalment
Glenn O'Kearney	Director 2	26/04/2013	1	545	545	Trade-On	Travel to LM office meet with Kelly re structure/staffing. Review general updates on various matters - investor issues/ASIC/MPF.
Glenn O'Kearney	Director 2	26/04/2013	1	545	545	Trade-On	trading issues/arrange invoicing etc. with LOM staff/FTI staff for man fees income. Review costs info - discussions with BJR re costs /tracking etc. discussions with Kelly re cash flow/flows from funds.
Justin Clark	Managing Director	26/04/2013	2.5	500	1250	Administration	Drafting materials
Matthew Glennon	Director 1	26/04/2013	0.1	485	48.5	Administration	Email to HK FTI with LMM letter to minority shareholder
Matthew Glennon	Director 1	26/04/2013	0.2	485	97	Administration	Email from FTI HK in relation to the letter from LMM to the minority shareholder re the Liquidation of the HK entity. Call from Forely to discuss, email to GDM requesting approval to execute letter
Matthew Glennon	Director 1	26/04/2013	0.1	485	48.5	Administration	Call from GOK in relation to the timing of the payment to the UAE employee
Matthew Glennon	Director 1	26/04/2013	0.3	485	145.5	Administration	Call to Nlok Glover from UAE for an update on the winding down of the Dubai office
Matthew Glennon	Director 1	26/04/2013	0.4	485	194	Administration	Email and call to Donna to provide instructions on the payment of Canadian employee. Discussed the dissolving process and return to LMM
Ryan Zogragger	Director 1	26/04/2013	2.1	485	1018.5	Administration	Travel to, meeting with and travel from meeting with KAT RE staffing allocation
Renee Lobb	Manager 2	26/04/2013	1	395	395	Investigations	Reviewing numerous emails and compiling information in respect of affidavit material required
Renee Lobb	Manager 2	26/04/2013	2	395	790	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	26/04/2013	2.8	395	1106	Trade-On	Working with JED on circular to respond to trilogy. Responding to investor and adviser queries and liaising with Fran and Michelle at LM re mail out. Email Russell's fund info on classes of investments and respond to various emails from GDM re same and task allocation for additional info required.
Renee Lobb	Manager 2	26/04/2013	0.6	395	237	Trade-On	Responding to investor and adviser queries
Daniel Billings	Senior Consultant	26/04/2013	3	300	900	Administration	Drafting materials
Julie Ross	Administration	26/04/2013	0.1	130	13	Administration	Check progress of mail out with Worldwide Online Printing
Priscilla Williams	Administration	26/04/2013	0.2	130	26	Administration	Work with attachments to The Trust Co, Sydney re LM and CPAIF
Renee Lobb	Manager 2	27/04/2013	0.3	395	118.5	Trade-On	Reviewing and responding to investor emails
Renee Lobb	Manager 2	28/04/2013	0.3	395	118.5	Investigations	Reviewing emails re court actions.
Joanne Dunn	Senior Managing Director	29/04/2013	0.6	575	345	Administration	Legal matters, review affidavits and court material. Discuss with GDM.
Kelly-Anne Trenfield	Senior Managing Director	29/04/2013	0.8	575	460	Trade-On	Meeting with FY re audit/compliance, discuss with GOK
Anthony Quach	Senior Managing Director	29/04/2013	1	566.67	566.67	Administration	Various tasks including, planning, internal meetings and email correspondence.
Sally McByde	Managing Director	29/04/2013	0.2	550	110	Trade-On	Emails to and from Drake Insurance re termination deed

Sally McByrde	Managing Director	29/04/2013	0.4	550	220	Trade-On	Review Drake Insurance termination deed changes, call Mallesons to discuss rejection of same, email Kelvin Fair of Drake Insurance to advise of same
Sally McByrde	Managing Director	29/04/2013	0.1	550	55	Trade-On	Review & sign PO for repairs to 2 copiers
Sally McByrde	Managing Director	29/04/2013	0.2	550	110	Trade-On	Enails re Chandler Communication requirement for investor communication
Sally McByrde	Managing Director	29/04/2013	0.1	550	55	Trade-On	Enails re new telephone box
Sally McByrde	Managing Director	29/04/2013	0.1	550	55	Trade-On	Email re Fire Certificate & respond
Glenn O'Kearney	Director 2	29/04/2013	3.5	545	1907.5	Administration	Travel to Brisbane office. Attend meeting with EY regarding financial reporting status etc. with Kelly. Brief discussions post meeting with Kelly. Review of emails/general updates. Travel from Brisbane to coast office.
Glenn O'Kearney	Director 2	29/04/2013	0.2	545	109	Trade-On	call from Caroline Hodge regarding NTA issues etc. review prelim info sent across by Caroline.
Glenn O'Kearney	Director 2	29/04/2013	0.4	545	218	Trade-On	update cash flow/review bank statements etc. discussions with Elob re SOP/cash flow. Trading issues.
Justin Clark	Managing Director	29/04/2013	2.5	500	1250	Administration	Strategy development
Matthew Glennon	Director 1	29/04/2013	0.2	485	97	Administration	Emails from Lucy at LM in relation to the funds in the HK account. Email to Foreky at HK FTI, call to Foreky at HK FTI. Further emails from LM and HK Liquidators with the process in relation to funds and enquiries.
Matthew Glennon	Director 1	29/04/2013	0.2	485	97	Administration	Email from HK FTI in relation to the connection between LMIMI, LMIM and the Local Thailand Company. Considered the position and email with details
Matthew Glennon	Director 1	29/04/2013	0.1	485	48.5	Administration	Email to Donna requesting details of UAE employee payment details
Matthew Glennon	Director 1	29/04/2013	0.2	485	97	Administration	Email update to Katy Phillips in relation to the Bangkok and Dubai wind downs.
Matthew Glennon	Director 1	29/04/2013	0.2	485	97	Administration	Email from Donna in relation to the Canadian Account privileges. Call to Donna to discuss and provide instructions to contact CIBC the Canadian Banking Institute
Ryan Zografar	Director 1	29/04/2013	1.8	485	873	Trade-On	Conference with Aline, review email and correspondence to Trust Company RE establishment of new CBA accounts for international unit holder distributions. Subsequent meeting with Eryn in finance team
Andrew Stokes	Director	29/04/2013	5	400	2000	Administration	Drafting materials
Renee Lobb	Manager 2	29/04/2013	0.1	395	39.5	Administration	Email JDC re asset overview required to be sent to Ian Francis
Renee Lobb	Manager 2	29/04/2013	0.7	395	276.5	Investigations	Teleconference with GDM and LM staff re update on court hearings today and strategy for Thursday
Renee Lobb	Manager 2	29/04/2013	0.4	395	158	Investigations	Reviewing and filing court docs on vesting order, KM affidavits and exhibits etc.
Renee Lobb	Manager 2	29/04/2013	0.1	395	39.5	Trade-On	Respond to investor query re redemptions
Renee Lobb	Manager 2	29/04/2013	0.4	395	158	Trade-On	Responding to investor and adviser queries
Renee Lobb	Manager 2	29/04/2013	0.7	395	276.5	Trade-On	Responding to investor and adviser queries
Elob Zuardi	Senior Accountant 2	29/04/2013	0.3	325	97.5	Trade-On	Refund from SA office re deposit rent
Daniel Billings	Senior Consultant	29/04/2013	2	300	600	Administration	Strategy development
Hanane Atoumert	Senior Accountant 1	29/04/2013	0.2	285	57	Trade-On	payment of consultancy fees -Castle partners Finance. issues with listing of bank accounts. Discussion with AGT.
Joan Springate	Administration	29/04/2013	0.1	130	13	Trade-On	Receipt Voucher
Kelly-Anne Trenfield	Senior Managing Director	30/04/2013	0.1	575	57.5	Credits	Investor emails in
Anthony Quach	Senior Managing Director	30/04/2013	1	566.67	566.67	Administration	Various tasks including, planning, internal meetings and email correspondence.
Sally McByrde	Managing Director	30/04/2013	0.5	550	275	Trade-On	Meeting with Carolyn Hodge re Drake Insurance termination deed, call Mallesons, various email re same

Sally McBryde	Managing Director	30/04/2013	2.5	550	1375	Trade-On	Attendance on site, follow up various emails, phone calls and discussions regarding administration, dealing with trading issues
Sally McBryde	Managing Director	30/04/2013	1	950	550	Trade-On	Attend LM business meeting with team managers
Andrew Weatherley	Director 2	30/04/2013	0.1	545	54.5	Administration	GDM emails re investor, etc action, info needed, lawyers acting
Glenn O'Kearney	Director 2	30/04/2013	1.2	545	654	Trade-On	review NTA information from LM. Request estimates. Call from Norton rose John m. discuss AFSL issues and quarantined funds. Issue note to John regarding g funds and advice required
Glenn O'Kearney	Director 2	30/04/2013	1.2	545	654	Trade-On	update cash flow/review bank statements etc. discussions with Eica re SOP/cash flow. Trading issues.
Justin Clark	Managing Director	30/04/2013	2	500	1000	Administration	Internal briefings & research
Matthew Glennon	Director 1	30/04/2013	0.2	485	97	Administration	Email from Canadian employee in relation to the payment of employee entitlements. Email response and email to Donna at LM seeking details of the issues with the Canadian Institution
Matthew Glennon	Director 1	30/04/2013	0.2	485	97	Administration	Prepared a letter to Nick Glover for the release of any claims against LMIM
Matthew Glennon	Director 1	30/04/2013	0.1	485	48.5	Administration	Email from Egfield in relation to the HK Liquidation, email update to GDM
Andrew Stokes	Director	30/04/2013	1	400	400	Administration	Media engagement
Renee Lobb	Manager 2	30/04/2013	0.1	395	39.5	Administration	Send strat comms agreement to KAT for operations planning
Renee Lobb	Manager 2	30/04/2013	1.6	395	632	Investigations	Reviewing emails on application served on KM/Caillre to overturn court orders of 12 April. Review Km's correspondence re same and send for approval draft email text for investor email and website
Renee Lobb	Manager 2	30/04/2013	0.3	395	118.5	Investigations	Speak with Gok re figure for prepayment of mgmt. fees from MPF to LMA. Review emails from SAM and KAT re staffing and records
Renee Lobb	Manager 2	30/04/2013	0.3	395	118.5	Investigations	with GDM re information required for tomorrow's hearings. Send email to team members allocating tasks.
Renee Lobb	Manager 2	30/04/2013	0.1	395	39.5	Investigations	Request MPF constitution from LM staff
Renee Lobb	Manager 2	30/04/2013	0.2	395	79	Investigations	Compiling information to send to Russell's for hearings tomorrow. Make queries of FTI staff on info not received and draft email ready to send to Russell's.
Renee Lobb	Manager 2	30/04/2013	0.2	395	79	Trade-On	Responding to investor and adviser queries
Renee Lobb	Manager 2	30/04/2013	0.2	395	79	Trade-On	Respond to investor query
Renee Lobb	Manager 2	30/04/2013	0.1	395	39.5	Trade-On	Send MPF constitution as requested by GDM and save to file
Renee Lobb	Manager 2	30/04/2013	0.4	395	158	Trade-On	Responding to investor and adviser queries
Aline Teixeira	Manager 1	30/04/2013	0.2	345	69	Administration	read and consideration of emails received re: administration
Joanne Dunn	Senior Managing Director	01/05/2013	0.3	575	172.5	Administration	Corresponding with Justin Clark at Start Comm re media issues.
John Park	Senior Managing Director	01/05/2013	0.8	575	460	Administration	Emails in Russell's with update on hearings
Sally McBryde	Managing Director	01/05/2013	4	550	2200	Administration	Email from Tomaras Lawyers re Bellco legal action/Austcorp, review information, call Allen's to discuss, email from Allen's with advice re response, draft responses, finalise and email to Tomaras Dealing with Drake Insurance, calls with Carolyn Hodge, emails & calls with Mallesons Reviewing PI policy for details of policy, call to Mark Weiler of Clayton Utz re same, call to ABW to discuss
Glenn O'Kearney	Director 2	01/05/2013	0.5	545	272.5	Trade-On	General matters/updates/raise with Matt Glennon re employee payments. Updates from other staff on related matters.
Glenn O'Kearney	Director 2	01/05/2013	3	545	1635	Trade-On	Discussions with RFZ re fund level expenses: Teleconference with Philip and Luke Mallesons and RFZ re posts/outlays/funds etc. Discussions with Kelly re fund level expenses etc. Amendments to cash flow. Discussions with Francene re outlays charged at fund level: Review advice form NR/Allen's re appointment re administration fees etc.

Glenn O'Kearney	Director 2	01/05/2013	0.2	545	108	Trade-On	Discussions with Francene. Review board minutes and update note to NR re quarantined funds.
Glenn O'Kearney	Director 2	01/05/2013	0.2	545	109	Trade-On	Review management fee payment 30 April MIF. Approve and liaise with LM/FTI staff.
Glenn O'Kearney	Director 2	01/05/2013	0.6	545	327	Trade-On	Trading issues/discussions with Eiba re cash flows/invoices/accounting records etc. Review/update cash flows.
Justin Clerk	Managing Director	01/05/2013	2.5	500	1250	Administration	Internal Briefings & Research
Matthew Glennon	Director 1	01/05/2013	0.1	485	48.5	Administration	Reviewed the information from Lucy in relation to the payment to Nick Glover. Email to accounts to confirm information.
Matthew Glennon	Director 1	01/05/2013	0.2	485	97	Administration	Finalised the draft letter to UAE employee with release of all claims against LMIM
Matthew Glennon	Director 1	01/05/2013	0.1	485	48.5	Administration	Email from GDM in regards to the Directors email re the Hong Kong Liquidation
Matthew Glennon	Director 1	01/05/2013	0.2	485	97	Administration	Emails from Lucy and Irene of LM in relation to the wind down of the Canadian Entity
Matthew Glennon	Director 1	01/05/2013	0.2	485	97	Administration	Email from GOK in relation to the overseas offices in UAE and Thailand, provided an update on the matters
Matthew Glennon	Director 1	01/05/2013	0.2	485	97	Administration	Organizing the payment to the UAE for the employee, checking all details for the payment
Matthew Glennon	Director 1	01/05/2013	0.1	485	48.5	Administration	Call to UAE employee, email to UAE employee
Matthew Glennon	Director 1	01/05/2013	0.2	485	97	Administration	Email summary of the liabilities and outstanding issues with Bangkok. Provided all documentation to GOK
Matthew Glennon	Director 1	01/05/2013	0.3	485	145.5	Administration	Call to Bangkok employee to discuss the issues in winding down the office and the liabilities outstanding
Matthew Glennon	Director 1	01/05/2013	0.2	485	97	Administration	Summary to GOK with the discussion in relation to the winding up of the Bangkok Office. Providing a recommendation to move forward with the winding down process
Matthew Glennon	Director 1	01/05/2013	0.3	485	145.5	Administration	Finalised correspondence to UAE employee, call to UAE employee and email to employee to confirm account details
Matthew Glennon	Director 1	01/05/2013	0.1	485	48.5	Administration	Email from Irene at LM in relation to UAE invoices to the Landlord
Matthew Glennon	Director 1	01/05/2013	0.2	485	97	Administration	Further emails with LM staff in relation to the dissolution of the Canadian entity and the payment of the employee entitlements and outstanding liabilities
Andrew Stokes	Director	01/05/2013	3	400	1200	Administration	Media Engagement
Renee Lobb	Manager 2	01/05/2013	0.2	395	79	Administration	Drafting email blurb for CPAIF and ICPAIF circulars after merging meeting documents for website posting
Renee Lobb	Manager 2	01/05/2013	0.4	395	158	Administration	Review correspondence to ASIC and ASIC info. Save same to file, provide additional information to Stephen Russell for GDM's affidavit and review emails re hedging argument
Renee Lobb	Manager 2	01/05/2013	0.4	395	158	Investigations	See JDC re information required form GDM's affidavit after call from Stephen Russell. Provide email with requested information. Take call from investor re deceased estate. Provide update.
Renee Lobb	Manager 2	01/05/2013	0.6	395	237	Investigations	Reviewing subpoenas, saving legal files etc. Reviewing and saving all legal documents re prior action against Trilogy and contingent liability potentially leading to insolvency of Trilogy
Renee Lobb	Manager 2	01/05/2013	0.3	395	118.5	Trade-On	Speak with Bright re investor enquiry, respond to same and explain the proxy register for the FMIF meeting
Renee Lobb	Manager 2	01/05/2013	1	395	395	Trade-On	Responding to investor and adviser queries
Eloa Zuerfl	Senior Accountant 2	01/05/2013	0.5	325	162.5	Trade-On	Teistra invoice received. Follow up Teistra insolvency re post app invoice Create schedule of LMIM bank accounts
Carly Drew	Administration	01/05/2013	0.1	130	13	Administration	Lodged Form 492 manually with ASIC. Scanned and saved doc for H:Drive/file
Joan Springate	Administration	01/05/2013	0.3	130	39	Administration	Setting up Online & Posting Online vouchers

Julie Ross	Administration	01/05/2013	0.1	130	13	Trade-On	Insert GDM signature in UAE payment to employee form as per instructions
Joanne Dunn	Senior Managing Director	02/05/2013	0.8	575	460	Administration	Review GDM's affidavit for 2 hearings today re MPF and MIF.
Joanne Dunn	Senior Managing Director	02/05/2013	0.6	575	345	Administration	Review RFZ's file note re fund level update.
Joanne Dunn	Senior Managing Director	02/05/2013	1	575	575	Administration	Teleconference with FTI team to discuss hearings today re MPF and MIF. Discuss strategies.
John Park	Senior Managing Director	02/05/2013	0.4	575	230	Administration	Emails in/out Russell's
Anthony Quach	Senior Managing Director	02/05/2013	1	566.67	566.67	Administration	Review correspondence and team conference calls and meetings
Sally McBoyle	Managing Director	02/05/2013	1.5	550	829	Trade-On	Teleconference update re litigation update Discussions with Carolyn Hodge re Drake Insurance Team meeting update on legal action and next steps
Brendan Nixon	Director 2	02/05/2013	0.2	545	109	Employees	Review emails enclosing super correspondence from NZ tax dept. & NZ subsidiary 2012 tax return.
Glenn O'Kearney	Director 2	02/05/2013	0.7	545	381.5	Trade-On	Review account closure requests - approve and arrange Aline to make payment. Legal update GDM.
Glenn O'Kearney	Director 2	02/05/2013	0.5	545	272.5	Trade-On	Review information regarding NTA/ASIC breaches from Mallesons. Updates to compliance manager at LM.
Glenn O'Kearney	Director 2	02/05/2013	0.5	545	272.5	Investigations	Note to James re management fees prepaid for investigations.
Glenn O'Kearney	Director 2	02/05/2013	0.3	545	163.5	Trades-On	Liaise with Castle Partners/BJR re consultants fees/updates to invoices for funds level etc. Liaise with John Corbety/Lauren re invoices/discussions.
Oliver Schwelzer	Managing Director	02/05/2013	1	545	545	Administration	A/SI investigations, discussions with lawyers and possible replacement RE's.
Justin Clark	Managing Director	02/05/2013	1	500	500	Administration	Strategy Development
Justin Clark	Managing Director	02/05/2013	1.5	500	750	Administration	Internal Briefings & Research
Christine Alterator	Director 1	02/05/2013	0.5	485	242.5	Administration	Review various emails in from GDM re legal proceedings
Christine Alterator	Director 1	02/05/2013	0.2	485	97	Administration	approve transfer payment in MYOB and discuss urgency with JS; email approval in from KAT
Christine Alterator	Director 1	02/05/2013	2.7	485	1309.5	Administration	Update MYOB entries and reconcile; list queries to discuss with GOK/EBZ/BJR
Matthew Glennon	Director 1	02/05/2013	0.2	485	97	Administration	Documentation from UAE employee, called to GOK to confirm payment to UAE employee. Liaising with JS to organise payment to UAE employee
Matthew Glennon	Director 1	02/05/2013	0.1	485	48.5	Administration	Email from the former Canadian employee in relation to the dissolving of the entity
Matthew Glennon	Director 1	02/05/2013	0.1	485	48.5	Administration	Email from LM Director in relation to HK wind up
Matthew Glennon	Director 1	02/05/2013	0.2	485	97	Administration	Email from SAM in relation to expenses claim by Thailand employee. Email to SAM with a summary of the position and recommendation for the payment of the expense claim.
Ryan Zargdrager	Director 1	02/05/2013	0.9	485	436.5	Administration	Teleconference re legal matters
Andrew Stokes	Director	02/05/2013	2	400	800	Administration	Media Engagement
Renee Lobb	Manager 2	02/05/2013	0.2	395	79	Creditors	Take creditor call re commission payments to advisers
Renee Lobb	Manager 2	02/05/2013	1.4	395	553	Investigations	Teleconference re court hearings
Renee Lobb	Manager 2	02/05/2013	0.3	395	118.5	Investigations	Reviewing other legal documentation including trilogy solvency report from pilot partners. Save all to file
Renee Lobb	Manager 2	02/05/2013	0.2	395	79	Investigations	Review legal correspondence and copy and save to file. Also send ltr to SAM as requested and send documents to LM staff for updating
Renee Lobb	Manager 2	02/05/2013	1.1	395	434.5	Trade-On	Responding to numerous investor and adviser queries. Arrange invite for tomorrow's catch up on litigation and correspondence to be issued.
Aline Teixeira	Manager 1	02/05/2013	0.3	345	103.5	Administration	Follow up various emails from LM and FTI staff re; payments. Facilitate authorisation of same
Daniel Billings	Sr Consultant	02/05/2013	1	300	300	Administration	Internal Briefings & Research

Benjamin Robson	Accountant	02/05/2013	1.1	235	258.5	Trade-On	Meeting with GOK regarding consultants Fees register and Invoice/quota charging processes Receipt of funds from MIF MYOB vouchers processed. 3 transactions and new accounts created for each\Review receipt vouchers
Joan Springate	Administration	02/05/2013	1	130	130	Administration	Online payment & posting payment
Joan Springate	Administration	02/05/2013	0.2	130	26	Administration	Receipt voucher & posting receipt
John Park	Senior Managing Director	03/05/2013	0.8	575	460	Administration	Emails In/out Russell's / Piper Alderman / ASIC
Anthony Quach	Senior Managing Director	03/05/2013	1	566.67	566.67	Administration	review correspondence and team conference calls and meetings
Sally McBoyle	Managing Director	03/05/2013	0.3	550	165	Trade-On	Telephone call with Kelvin Drake re termination deed & release of commissions
Glenn O'Kearney	Director 2	03/05/2013	0.2	545	109	Administration	Team meeting. Time split between fund and corp
Oliiver Schweizer	Managing Director	03/05/2013	3	545	1635	Administration	Information for Simon R re: nature and detail of assets of various funds for litigation. Numerous e-mails and phone calls with One Management Limited.
Justin Clark	Managing Director	03/05/2013	1.5	500	750	Administration	Strategy Development
Matthew Glennon	Director 1	03/05/2013	0.1	485	48.5	Employees	Email from Canadian employee in relation to expense claims. Email to the LM staff seeking comments
Matthew Glennon	Director 1	03/05/2013	0.3	485	145.5	Administration	Reviewed the details of the payment of the UAE employee. Checked all details and provided instructions to JS to process. Email from employee and response confirming payment
Matthew Glennon	Director 1	03/05/2013	0.1	485	48.5	Administration	Email from EZ in relation to the UK Lease. Reviewed the position and considered the intention to disclaim
Matthew Glennon	Director 1	03/05/2013	0.2	485	97	Administration	Email from Katy Phillips at LM in relation to the wind down of the Thailand Office. Email comments to GDM with respect to the wind down
Matthew Glennon	Director 1	03/05/2013	0.3	485	145.5	Administration	Call form Eghard in relation to the wind down of the Canadian entity. Email to Donna with the details of the statement of position for the Canadian entity and the equity position back to LMIM
Matthew Glennon	Director 1	03/05/2013	0.4	485	194	Administration	Email from Donna at LM in relation to the MPF and correspondence from the Ontario Securities Commission about Canadian Investors. reviewed the proposed response from Iain Robb. Email to FTI staff to seek clarification on proposed response to OSC. Call to Donna requesting the Canadian Directors consider discussing the MPF issue with Kordamantira/Cailbre
Matthew Glennon	Director 1	03/05/2013	0.1	485	48.5	Administration	LM staff emails in relation to the processing from the Canadian Account
Renee Lobb	Manager 2	03/05/2013	0.6	395	237	Trade-On	Responding to investor queries, arranging teleconferences and sending proxy forms requested form FMIF meeting
Renee Lobb	Manager 2	03/05/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser general queries and requesting adviser listings for correspondence
Eloa Zuardi	Senior Accountant 2	03/05/2013	0.8	325	260	Administration	Email in re LM Managed Performance Fund and various invoices Follow up Letter re UK office
Daniel Billings	Sr Consultant	03/05/2013	2	300	600	Administration	Strategy Development
Benjamin Robson	Accountant	03/05/2013	1.1	235	258.5	Trade-On	Update consultants fees register with Worldwide Invoice, review FUM worksheet for calculating proportions for each fund, Amend cestic partners invoices to be attributed to each fund Discuss with GOK consultants fees register Request re address of invoice Worldwide
Joan Springate	Administration	03/05/2013	0.2	130	26	Administration	Receipt voucher & posting entry
Joan Springate	Administration	03/05/2013	0.7	130	91	Administration	Online payment & posting entry
Renee Lobb	Manager 2	04/05/2013	0.4	395	158	Trade-On	Reviewing and responding to multiple investor and adviser queries.
John Park	Senior Managing Director	05/05/2013	0.6	575	345	Administration	Emails in Ghette Muller / Russell's

Justin Clark	Managing Director	05/05/2013	1	500	500	500	Administration	500	Administration	Strategy Development
Justin Clark	Managing Director	05/05/2013	1	500	500	500	Administration	500	Administration	Media Engagement
Ian Francis	Senior Managing Director	06/05/2013	0.6	575	575	575	Creditors	345	Creditors	Review report to Investors & email to Ginette.
John Park	Senior Managing Director	06/05/2013	1.8	575	575	575	Administration	1035	Administration	Discussions with Clayton Utz / Russell's regarding Court proceedings: Attend teleconference for litigation update
Kelly-Anne Trenfield	Senior Managing Director	06/05/2013	0.1	575	575	575	Trade-On	57.5	Trade-On	Review and approve payment
Sally McByde	Managing Director	06/05/2013	1.4	550	550	550	Trade-On	770	Trade-On	Follow up PI insurance payment Email from Kelvin Fair re TAL confirmation, review letter of release from Mallesons, draft summary of info & recommendation to GDM review email enclosing auditors report on PTAL NTA position & insurance policy confirmation Receipt of Deed of Termination from Kelvin Fair, arrange for letter to service provider to be executed by administrator Email letter to TAL re commissions and cessing to be licensee for Kelvin Fair, review executed Deed of Termination
Sally McByde	Managing Director	06/05/2013	0.1	550	550	550	Employees	55	Employees	Approve overseas expense claim
Brendan Nixon	Director 2	06/05/2013	0.4	545	545	545	Employees	218	Employees	Email update for ABW re: NZ subsidiary.
Oliver Schweizer	Managing Director	06/05/2013	5	545	545	545	Administration	2725	Administration	LMIM review of PR experts report and formulation of rebuttal to report.
Oliver Schweizer	Managing Director	06/05/2013	0.4	545	545	545	Administration	218	Administration	Reviewing expert's report regarding LMIM's NTA
Oliver Schweizer	Managing Director	06/05/2013	2.5	545	545	545	Administration	1362.5	Administration	Further research and replies to legal submissions, affidavit material and expert's reports.
Christine Alterator	Director 1	06/05/2013	0.6	485	485	485	Administration	291	Administration	Review emails in regarding legal matters
Christine Alterator	Director 1	06/05/2013	2.2	485	485	485	Administration	1067	Administration	Amend MYOB records - incorrect coding and add journal entries for cash at bank banked to LMA; review Electronic Funds Transfer payments and query ability to reimburse employee from fund account; request copies of missing invoices and see IS regarding amendments required; see KAT regarding approval
Matthew Glennon	Director 1	06/05/2013	0.4	485	485	485	Administration	194	Administration	Updated to ABW in relation to the overseas offices for Canada, UAE, Thailand, South Africa and New Zealand. Provided details on the structure of the entities and the current position on the wind down of the offices
Matthew Glennon	Director 1	06/05/2013	0.1	485	485	485	Administration	48.5	Administration	Further details to ABW in relation to the UAE wind down
Matthew Glennon	Director 1	06/05/2013	0.1	485	485	485	Administration	48.5	Administration	Email from Irene at LM in relation to the UAE office rent
Matthew Glennon	Director 1	06/05/2013	0.2	485	485	485	Administration	97	Administration	Email from Foreky at FTI in relation to the funds to field in the HK entity. Reviewed the bank account to confirm the correct ownership of the account
Matthew Glennon	Director 1	06/05/2013	0.2	485	485	485	Administration	97	Administration	Update from Donna at LM in relation to the Canadian wind down. Email in relation to the payment of employee entitlements in Canada
Matthew Glennon	Director 1	06/05/2013	0.2	485	485	485	Administration	97	Administration	Email and call from Foreky at HK FTI in relation to the HSBC account and the ownership of the account
Matthew Glennon	Director 1	06/05/2013	0.1	485	485	485	Administration	48.5	Administration	Email from Foreky requesting details of the HK employees
Matthew Glennon	Director 1	06/05/2013	0.2	485	485	485	Administration	97	Administration	Email to DJB requesting clarification in respect to Peter Drake's email with respect to the HK HSBC account
Matthew Glennon	Director 1	06/05/2013	0.1	485	485	485	Administration	48.5	Administration	Email from KP requesting an update on Thailand and UAE
Andrew Stokes	Director	06/05/2013	3	400	400	400	Administration	1200	Administration	Media Engagement
Renee Lobb	Manager 2	06/05/2013	0.1	395	395	395	Administration	39.5	Administration	Emails with Start comm re affidavit. Request same from Phillip Pen at KWM.
Renee Lobb	Manager 2	06/05/2013	0.4	395	395	395	Trade-On	158	Trade-On	Responding to adviser queries on AIF and MP Responding to investor and adviser queries
Caroline Helcoop	Administration	06/05/2013	0.1	130	130	130	Trade-On	13	Trade-On	CommBiz - 4.26pm approval
Joan Springate	Administration	06/05/2013	0.4	130	130	130	Administration	52	Administration	Online payment & posting entry
John Park	Senior Managing Director	07/05/2013	1.1	575	575	575	Administration	632.5	Administration	Emails in/out Russell's regarding Court Applications
Sally McByde	Managing Director	07/05/2013	1	550	550	550	Trade-On	550	Trade-On	Attend premises, deal with trading issues & queries

Glenn O'Kearney	Director 2	07/05/2013	1.5	545	817.5	Trade-On	Cash flow/trading issues/review LMA service agreements/consider invoicing issues. Discussions with LM staff re service fee/loan management fees etc. Notes to LM staff requesting further information on this. Updates on lease schedule and collection of company assets.
Glenn O'Kearney	Director 2	07/05/2013	0.8	545	496	Trade-On	Consider various consultant invoices/discussions Ben re breakdown over funds. Discuss with Simon
Justin Clark	Managing Director	07/05/2013	1	500	500	Administration	Tickner and RFZ. Amend FUM sheet for use. Strategy Development
Matthew Glennon	Director 1	07/05/2013	0.8	485	388	Administration	Collating all email and documents received from Black Bridge Capital to assist in the dissolving of the Canadian entity. Provided an email summary of the correspondence with Black Bridge to Donna at LM.
Matthew Glennon	Director 1	07/05/2013	0.1	485	48.5	Administration	Call from Eghard in relation to the Black Bridge Canadian issue
Matthew Glennon	Director 1	07/05/2013	0.4	485	194	Administration	Email from SAC in relation to the position statements with respect to the overseas entities. Provided clarity on the Canadian equity position and the equity in all other offices
Matthew Glennon	Director 1	07/05/2013	0.3	485	145.5	Administration	Reviewed the emails in relation to the cancellation of LM FZE. Considered the position and funds available to cancel.
Matthew Glennon	Director 1	07/09/2013	0.2	485	97	Employees	Email from Donna at LM confirming payment to the Canadian employee. Updated the file
Matthew Glennon	Director 1	07/05/2013	0.2	485	97	Administration	Email from James Young requesting an update on the position with respect to payment. Reviewed the cash position of LMIM
Renee Lobb	Manager 2	07/05/2013	0.8	395	316	Administration	FTI team meeting Review, scan and save engagement lr from Norton rose and send to GOK with details
Renee Lobb	Manager 2	07/05/2013	0.2	395	79	Trade-On	Scan and send email to LM staff to update RTS addresses for investors
Renee Lobb	Manager 2	07/05/2013	0.8	395	355.5	Trade-On	Responding to adviser query
Benjamin Robson	Accountant	07/05/2013	1.5	235	352.5	Trade-On	Respond to adviser enquiry Responding to investor and adviser queries
Caroline Halcoop	Administration	07/05/2013	0.1	130	13	Trade-On	Break up of King&Wood Mallesons invoice. Break up of General RE work into separate funds. Calculations and excel sheets attached, email sent to GOK
John Park	Senior Managing Director	08/05/2013	0.5	575	287.5	Administration	MAB connect transfer - 3.09pm
Kelly-Anne Trenfield	Senior Managing Director	08/05/2013	0.6	575	345	Administration	Emails in Russell's
Glenn O'Kearney	Director 2	08/05/2013	0.4	545	218	Trade-On	Ian Francis re funds operations; Email re setting up fund management review
Glenn O'Kearney	Director 2	08/05/2013	0.2	545	108	Trade-On	Discuss NFA/men fee issues OS. Follow up NR re AIF investor issues; Sign off on letters to banks/ABR etc.
Glenn O'Kearney	Director 2	08/05/2013	1.5	545	817.5	Trade-On	Discussions with Lucy re service fee/invoicing/historical treatment. Review ledgers etc. and previous drawings. Review cash flow/review service agreements. Consider options for invoicing/movements of cash. Discuss with Eloc. Discussions with Kelly. Collate man fee info for prep of invoicing. Sign off on various supplier/wage payments; Updates to cash flow. Notes from Kelly re operations etc.
Justin Clark	Managing Director	08/05/2013	1	500	500	Administration	Strategy Development
Matthew Glennon	Director 1	08/05/2013	0.3	485	145.5	Administration	Email from GDM re the Thailand employee. Email to GOK requesting clarification on the funds position and the potential to pay the Thailand employee.
Matthew Glennon	Director 1	08/05/2013	0.2	485	97	Administration	Email from HK in relation to funds transferred from LMIM to LMIMI
Matthew Glennon	Director 1	08/05/2013	0.1	485	48.5	Administration	Email from Irene at LM with further invoices from overseas entities
Matthew Glennon	Director 1	08/05/2013	0.1	485	48.5	Administration	Email from Franciscane in relation to the position of James Young in Thailand
Matthew Glennon	Director 1	08/05/2013	0.2	485	97	Administration	Reviewed the summary and instruction from Donna to Iain Robb in relation to the winding up of the Canadian entity
Matthew Glennon	Director 1	08/05/2013	0.2	485	97	Administration	Emails with GDM and GOK in relation to the Thailand employee and the cash position of LMIM

Ryan Zengdrager	Director 1	08/05/2013	0.2	485	97 Assets	Review letters to U Hooker and Ray White Hotels
Renee Lobb	Manager 2	08/05/2013	0.3	395	118.5 Trade-On	Responding to investor and adviser queries
Benjamin Robson	Accountant	08/05/2013	0.8	235	188 Trade-On	Investor Norton Rose Invoice in Consultants Register Request for Invoice from Russell's to be split into funds. Phone call to Russell's Receipt of funds for Management fees April
Joan Springate	Administration	08/05/2013	0.3	130	39 Administration	On line's
Ginette Muller	Senior Managing Director	09/05/2013	1	575	575 Administration	Meeting at 11am with Mark Waller and Chris E to discuss potential class action that Clifford Chance say they may bring against LMIM. Not much in terms of details. Agree to keep in touch. They represent clients in Bangkok. 11am until 12noon.
Kelly-Anne Trenfield	Senior Managing Director	09/05/2013	0.1	575	57.5 Administration	Update from GOK re management fees
Glenn O'Kearney	Director 2	09/05/2013	2.7	545	1471.5 Trade-On	Call from Caroline re NTA issues. Discussions ABW re NTA and update creditors/man fee position. Discussions with Etoa re op costs/invoicing relationship between LMIM/LMA. Review of MY08/loan accounts etc. Assist with preparation of invoicing. Updating cash flows re service fee income/loan accounts. Note to Kelly re service fee process. Discussions with Mallesons re updates to advice on management fees/drawing from funds. Review consultant invoices with BUR etc.
Oliver Schweizer	Managing Director	09/05/2013	1	545	545 Administration	Internal discussions regarding LMIM and its sop.
Matthew Glennon	Director 1	09/05/2013	0.2	485	97 Administration	Call from GOK to discuss the Thailand employee and cash flow restraints. Email to KAT to request a meeting
Renee Lobb	Manager 2	09/05/2013	0.9	395	355.5 Administration	Review and save KM lawyer response to defamation allegations Send email to Brig to update database for RTS reports. Reviewing financial ombudsman website for annual assessment. Send email to Caroline Hodges at LM with queries to complete form Sending invites for teleconferences, LM meetings etc. for ABW and KAT. Send emails to JDC re FOS annual submission
Renee Lobb	Manager 2	09/05/2013	1	395	39.5 Trade-On	Responding to investor and adviser queries
Renee Lobb	Manager 2	09/05/2013	2.8	395	1106 Trade-On	Lengthy call with advisor. Provide comprehensive update on FMIF and MPF litigation and answer queries. Respond to a forth 6 emails *Call with adviser in Sydney re addition of trustee to account holding. Discuss with Brigit at LM re documents required and communicate same. Respond to other queries re ownership changes also. Take call from Global adviser in Dubai and provide litigation update
Daniel Billings	Sr Consultant	09/05/2013	1	300	300 Administration	*Responding to further investor queries. Request info from RTZ on hardship payment process and if being accepted
Benjamin Robson	Accountant	09/05/2013	0.6	235	14.1 Trade-On	Media Engagement
Joan Springate	Administration	09/05/2013	0.2	130	26 Administration	Review of Hickey invoices with GOK, scan invoice to SAM, email to Lesley Gould regarding outstanding invoices and payment advice
Joan Springate	Administration	09/05/2013	0.3	130	39 Administration	Receipt vouchers & posting receipts
Priscilla Williams	Administration	09/05/2013	0.5	130	65 Administration	Online
Glenn O'Kearney	Director 2	10/05/2013	0.6	545	327 Trade-On	Email attendance. Request to type up letter re LMIM commission payments (Kevin Fair) on behalf of GDM, scan doc back to Gold Coast Office.
Christine Alterator	Director 1	10/05/2013	0.1	485	48.5 Administration	Call from Luke, Mallesons - discuss allocation of time and man fee/charging issues. Review fee register. Note to Fund team re fees at fund level.
Christine Alterator	Director 1	10/05/2013	0.1	485	48.5 Administration	Email in from BUR regarding transfer of funds from LMIM for bank fees
Matthew Glennon	Director 1	10/05/2013	0.1	485	48.5 Administration	Review funds transfer and respond to email in from EBZ
Matthew Glennon	Director 1	10/05/2013	0.1	485	48.5 Administration	Email from Iain Robb in relation to the dissolving of the Canadian entity
Matthew Glennon	Director 1	10/05/2013	0.1	485	48.5 Administration	Email from Doping at LM in relation to the OSC response to be issued by Iain Robb

Renee Lobb	Manager 2	10/05/2013	1.3	395	513.5	Administration	Large annual assessment with FOS. Respond to Steve Hanna on Hardship application docs. Discuss website updates with JED re hardship and AIF. Send proposed wording to LM team for review. Update website for AIF and hardship payment info. Liaising with JDC on commissions to advisers and timing of pay and conditions attached.
Renee Lobb	Manager 2	10/05/2013	1	395	395	Investigations	Reviewing ASIC for hardship criterion. Send suggested links to JED. Reviewing affidavit material for trilogy bearing legal costs info.
Renee Lobb	Manager 2	10/05/2013	0.4	395	158	Trade-On	Responding to investor and adviser queries. Review and respond to investor queries.
Aline Teixeira	Manager 1	10/05/2013	0.2	345	69	Administration	Read and consideration of various emails from LM and FTI staff re: administration and court matters.
Eloa Zuardi	Senior Accountant 2	10/05/2013	1.5	325	487.5	Administration	Prepare various bank receipts into MYOB re refry other \$ received. Update cash flow.
Benjamin Robson	Accountant	10/05/2013	1.9	235	446.5	Trade-On	Transfer funds into 11 separate accounts to cover bank charges and be able to process to account closing. Receipt of funds for Loan Management fees April Forward Coy search to Trevor Fenwick. Update consultants register with CP invoice. Calculate break down of invoice to separate funds. Forward for manager approval. Phone call to Prue at Russell's. Describe email to Prue at Russell's re split of invoices.
Joan Springate	Administration	10/05/2013	0.1	130	13	Administration	Bank Rec
Joan Springate	Administration	10/05/2013	0.3	130	39	Administration	Online
Ginette Muller	Senior Managing Director	13/05/2013	1.5	575	862.5	Administration	1.2noon meeting with strategic communications and Russell's and the rest of the team re update on litigation. General oversight of all matters including provision of direction, strategy and delegation of appropriate matters.
Joanne Dunn	Senior Managing Director	13/05/2013	0.7	575	402.5	Administration	Team meeting to discuss MPF court decision today and general updates on all LMM matters.
Sally McBryde	Managing Director	13/05/2013	0.2	550	140	Employees	Emails from Michael Skeggs re employee entitlements & expenses. Approve in MYOB transfer of funds for advance to employees.
Andrew Weatherley	Director 2	13/05/2013	0.4	545	218	Administration	GDM re COC mtrs, RCL re ASIC mgt. Telephone conference re crt actions, investor mgt, ASIC, update.
Brendan Nixon	Director 2	13/05/2013	0.4	545	218	Employees	Email reply to Michael Skeggs (former NZ subsidiary employee) re: proof of debt, FEG and winding-up NZ entity; Email reply to Lucy Bloomfield re: issue of NZ company annual registration requirement - refer reply in public folders.
Glenn O'Keamey	Director 2	13/05/2013	1.5	545	817.5	Trade-On	Review updated cash flow statements/SOP/bank statements etc. amend and discuss with Eloa. Prepare updates to trading SOP/cash flows/p&L and asset SOP. forward to Kelly for review and discussions.
Justin Clark	Managing Director	13/05/2013	2	500	1000	Administration	Review schedules for information. Discuss operational issues with RTZ/Sally. Review and approve various payments/transfers in MYOB. Notes to Eloa re FEG loans.
Andrew Stokes	Director	13/05/2013	2	400	800	Administration	Strategy Development
Renee Lobb	Manager 2	13/05/2013	0.2	395	79	Investigations	Drafting Materials
Renee Lobb	Manager 2	13/05/2013	1.3	395	513.5	Trade-On	Reviewing letters to piper alderman from NR re notice of meeting.
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.1	325	32.5	Employees	Respond to adviser query re commissions. Reviewing and responding to investor and adviser queries. Responding to investor and adviser queries and reviewing info on MPF reasons for judgement and save to file. Reviewing and responding to investor and adviser queries re SPF, AIF etc. Responding to investor and adviser queries.
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.5	325	162.5	Trade-On	Request MYOB voucher re Advance to Tracey Windley.
Eloa Zuardi	Senior Accountant 2	13/05/2013	1	325	325	Trade-On	Follow up various transaction and transfers into MYOB; Email to JS re pending transactions. Update MYOB for receipts & payments.
Daniel Billings	Sr Consultant	13/05/2013	0.5	300	150	Administration	Update cash flow and security position. Internal Briefings & Research

Benjamin Robson	Accountant	13/05/2013	0.2	235	47	Trade-On	Inclusion Clayton Utz consultants fee register
John Park	Senior Managing Director	14/05/2013	1	575	575	Administration	Strategy session Russell's
Glenn O'Kearney	Director 2	14/05/2013	1.7	545	926.5	Trade-On	Review and collate current consultants fee register Collate cash flow /sop info for meetings today. Travel to LM to meet with Team re operations/staffing/cash flows etc. Collate information for management fee discussions with Mallesons, preparation of material/file note for lan regarding fees/legals/trading position etc. amendments to SOP etc.
Glenn O'Kearney	Director 2	14/05/2013	2.1	545	1144.5	Trade-On	Collate cash flow /sop info for meetings today. Travel to LM to meet with Team re operations/staffing/cash flows etc. Collate information for management fee discussions with Mallesons. Preparation of material/file note for lan regarding fees/legals/trading position etc. Amendments to SOP etc. Team update meeting Discuss Asset SOP with Stuart.
Christine Altirator	Director 1	14/05/2013	0.1	485	48.5	Trade-On	Review Electronic Funds Transfer payments and cheques
Matthew Glennon	Director 1	14/05/2013	0.2	485	97	Administration	Email from Eboa in relation to the UAE invoice. Call to Irene at LM to discuss.
Renee Lobb	Manager 2	14/05/2013	1.4	395	553	Trade-On	Responding to investor and adviser queries Responding to investor and adviser email queries Collect death certificate from filing and send to Birgit at LM as request for database update Send email in response to investor letter. Also send to Birgit at LM transfer reforms and database update requests for actioning. Responding to investor and adviser queries and teleconference.
Aline Teixeira	Manager 1	14/05/2013	1	345	345	Administration	Attending to trading update meeting with FT staff
Benjamin Robson	Accountant	14/05/2013	0.9	235	211.5	Trade-On	List of accounts to be closed, cancel MYOB vouchers Xyosera copiers summary email to SAM
Joan Springate	Administration	14/05/2013	0.1	130	13	Administration	Receipt vouchers & posting receipts
Joanne Durn	Senior Managing Director	15/05/2013	0.2	575	115	Administration	Review Russell's client agreement, organise for GDM to sign, instruct RCL to return.
John Park	Senior Managing Director	15/05/2013	3.5	575	2012.5	Administration	Attend update meeting with IF, Ginette Muller and Damian Bender. Attend staff briefing on file strategy / update; Emails in / out Russell's
Sally McByde	Managing Director	15/05/2013	0.3	550	165	Trade-On	Emails to and from Blue Broking & Clayton Utz re PI insurance for post appointment period
Sally McByde	Managing Director	15/05/2013	0.1	550	55	Trade-On	Call with Kelvin Fair of Drake Insurance re letter to insurers
Glenn O'Keamey	Director 2	15/05/2013	4	545	2180	Trade-On	Travel to and from Brisbane for meetings with Mallesons/team meeting Prepare for and attend meeting with Mallesons regarding fees/drawing costs etc. Prepare for and attend team update meeting - Brisbane Notes to Aline re fees from funds. Other trading issues
Matthew Glennon	Director 1	15/05/2013	0.3	485	145.5	Administration	Email exchanges between GDM, John Batchelor, Damian Bender in relation to the Hong Kong HSBC account. Email to summarise the issue.
Matthew Glennon	Director 1	15/05/2013	0.3	485	145.5	Administration	Email from Iain Robb in relation to the wind down of the Canadian entity and the indemnity issue with LMIM. Email to GDM suggesting the best approach to proceed with the dissolving of Canadian entity and return to LMIM.
Renee Lobb	Manager 2	15/05/2013	0.5	395	48.5	Administration	Email form UAE Director in relation to the deregistration of LM FZE
Renee Lobb	Manager 2	15/05/2013	0.2	395	197.5	Administration	Reviewing numerous emails re legal updates. Reviewing investor emails also
Renee Lobb	Manager 2	15/05/2013	0.5	395	79	Administration	Update website to delete irrelevant information on MPF.
Renee Lobb	Manager 2	15/05/2013	0.5	395	197.5	Investigations	Drafting cover letter to send in response to New Zealand Serious Fraud Office request for information on New Zealand adviser Andrew Robinson.
Renee Lobb	Manager 2	15/05/2013	1.7	395	674.5	Trade-On	Take lengthy investor call re quarantined funds. Explain situation and background. Respond to numerous investor emails.
Renee Lobb	Manager 2	15/05/2013	0.2	395	79	Trade-On	Speaking with JED and GDM re wholesale fund see through voting issues and no. of investors in each fund.

Renee Lobb	Manager 2	15/05/2013	0.5	395	197.5	Trade-On	Responding to investor and advisor queries. Speaking with JED re cover letter and mail out for FMIF
Elos Zuardi	Senior Accountant 2	15/05/2013	1	325	325	Administration	Follow up various transfers in MYOB. Review bank statement for pending payments
Joan Springgate	Administration	15/05/2013	0.1	130	13	Administration	Receipt vouchers & posting receipts
Joan Springgate	Administration	15/05/2013	0.3	130	39	Administration	Online Payment
Joan Springgate	Administration	15/05/2013	0.1	130	13	Administration	Authorise on line's
Sally McByde	Managing Director	16/05/2013	0.5	550	275	Trade-On	Dealing with insurance issues, emails & telephone call with Blue Broking, perusing previous emails to ensure adequate insurance in place
Sally McByde	Managing Director	16/05/2013	0.2	550	110	Trade-On	Email from EBZ re IT services for level 4 FSL Building, respond, various emails in relation to this
Matthew Glennon	Director 1	16/05/2013	0.2	485	97	Administration	Email to KP of LM in relation to the de-registration of LM FZE and the account balance in the HSBC account
Matthew Glennon	Director 1	16/05/2013	0.1	485	48.5	Administration	Call and email to Nick Glover of the UAE
Renee Lobb	Manager 2	16/05/2013	0.5	395	197.5	Trade-On	Responding to investor and advisor queries on various funds.
Renee Lobb	Manager 2	16/05/2013	0.3	395	118.5	Trade-On	Responding to numerous investor queries.
Renee Lobb	Manager 2	16/05/2013	0.2	395	79	Trade-On	Conversation with Colonial representative re investor account details and removal of LM as adviser.
Elos Zuardi	Senior Accountant 2	16/05/2013	0.5	325	162.5	Administration	Follow up various payments pending in MYOB. Review bank statements for transaction to date
Daniel Billings	Sr Consultant	16/05/2013	0.5	300	150	Administration	Internal Briefings & Research
Joan Springgate	Administration	16/05/2013	0.1	130	13	Administration	Bank Rec
Joan Springgate	Administration	16/05/2013	0.1	130	13	Administration	Authorise online payment
Joanne Dunn	Senior Managing Director	17/05/2013	0.4	575	230	Administration	Review media release from LM directors, discuss with directors and determine re release. Update GDM and Ashley Tipady of Russell's.
John Park	Senior Managing Director	17/05/2013	0.6	575	345	Administration	Emails in / out Russell's / Caslake Partners
Kelly-Anne Trenfield	Senior Managing Director	17/05/2013	0.1	575	57.5	Administration	Review invoice from Malisons attaching invoice
Kelly-Anne Trenfield	Senior Managing Director	17/05/2013	0.1	575	57.5	Trade-On	Review cash flow/sop
Glenn O'Keamey	Director 2	17/05/2013	0.8	545	436	Trade-On	Review consultants fee info - Liaise with BJR regarding schedule. Note to GDM re schedule. Note to Kelly re discussion costs. Review JCL team invoice. Note to John and Lauren re invoice breakdown. Note to Graham Staerk regarding cancel of services.
Matthew Glennon	Director 1	17/05/2013	0.1	485	48.5	Administration	Details from LM in relation to the HSBC account in UAE
Renee Lobb	Manager 2	17/05/2013	0.3	395	118.5	Administration	Reviewing so called press release by LM Investment Management Ltd directors and reviewing and responding to associated emails.
Renee Lobb	Manager 2	17/05/2013	0.2	395	79	Investigations	Reviewing ASIC response re notice of meeting and potential amendment to same. Save to file.
Renee Lobb	Manager 2	17/05/2013	0.5	395	197.5	Trade-On	Responding to investor and advisor queries.
Renee Lobb	Manager 2	17/05/2013	0.2	395	79	Trade-On	Note types sent by Fran. Make edits to circular and resend. Edit website accordingly.
Renee Lobb	Manager 2	17/05/2013	0.3	395	118.5	Trade-On	Responding to investor and advisor queries. Reviewing end responding to emails re upload of teleconference file.
Renee Lobb	Manager 2	17/05/2013	0.3	395	118.5	Trade-On	Responding to investor and advisor queries.
Renee Lobb	Manager 2	17/05/2013	0.9	395	355.5	Trade-On	Significant update to First Mortgage Income Fund and feeder fund web page. Finalise Wholesale First Mortgage Income Fund circular, merge and send to Michelle. Send suggested text to Joanne Dunn for approval prior to sending. Add individual proxy forms and notices on administration website also.
Benjamin Robson	Accountant	17/05/2013	0.3	235	70.5	Trade-On	Inclusion of castle partners invoice in register, split invoice to appropriate funds

Benjamin Robson	Accountant	17/05/2013	0.2	235	47	Trade-On	Pay Consultum Invoice
Joan Springate	Administration	17/05/2013	0.1	130	13	Administration	Writing cheques & posting transaction
Joanne Dunn	Senior Managing Director	20/05/2013	0.8	575	460	Administration	Review Piper Alderman correspondence re LMIM licence, review ASIC's correspondence re suspension of LMIM licence and discuss with GDM.
Sally McBryde	Managing Director	20/05/2013	0.2	550	110	Trade-On	Email from Drake Insurance re Comm Insure, draft letter to Comm Insure re appointment of administrator and attach certified appointment document
Sally McBryde	Managing Director	20/05/2013	0.1	550	55	Trade-On	Email re update to investors re MPF
Glenn O'Kearney	Director 2	20/05/2013	0.5	545	272.5	Trade-On	Review updated consultants register. review invoices. discussions with BJR. issue copy to team.
Glenn O'Kearney	Director 2	20/05/2013	1.4	545	763	Trade-On	Review updated cash flow statement /trading SOP as at 17 may 2013. discussions with Eloa regarding statements, amend statements. update other versions of SOP. issue to Kelly of discussions.
Christine Alterator	Director 1	20/05/2013	0.1	485	48.5	Trade-On	Review Electronic Funds Transfer payments
Matthew Glennon	Director 1	20/05/2013	0.2	485	97	Administration	Review GDM email in relation to the Canadian wind down and the indemnity issue. Email response to GDM seeking clarification
Matthew Glennon	Director 1	20/05/2013	0.3	485	145.5	Administration	Reviewed the emails from LM in relation to the cancellation of LM FZE in UAE. Reviewed the account position and options of paying the cancellation fee to the UAE free zone.
Andrew Stokes	Director	20/05/2013	2	400	800	Administration	Media Engagement
Eloa Zuardi	Senior Accountant 2	20/05/2013	1	325	325	Administration	Update cash flow and PO register
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.3	325	97.5	Administration	Prepare MYOB vouchers re loan to LMA transfer of funds
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.5	325	162.5	Trade-On	Email to Teitra re monthly plan for staff mobiles. Update listing of staff mobiles
Benjamin Robson	Accountant	20/05/2013	0.5	235	117.5	Trade-On	Creation of summary tab in consultants fees register and population of data.
Joan Springate	Administration	20/05/2013	0.1	130	13	Administration	Process online
Joan Springate	Administration	20/05/2013	0.3	130	39	Administration	On line's
Joan Springate	Administration	20/05/2013	0.5	130	65	Administration	On line's
Priscilla Williams	Administration	20/05/2013	0.8	130	104	Administration	Listen to G Muller speech recording re LM and edit transcript of recording, re-save and forward to GDM.
Kelly-Anne Trenfield	Senior Managing Director	21/05/2013	0.1	575	57.5	Administration	Mail in re meetings
Sally McBryde	Managing Director	21/05/2013	0.1	550	55	Trade-On	Review insurance position, emails from Blue Broking re Insurance
Glenn O'Kearney	Director 2	21/05/2013	0.2	545	109	Trade-On	Review ASIC invoice. note to Eloa. review hickys invoice. note to Eloa. note to FTI tech regarding invoice
Glenn O'Kearney	Director 2	21/05/2013	0.2	545	109	Trade-On	Review updated consultants fee register and issue to fund team. review Tech invoices and issue to Jo.
Glenn O'Kearney	Director 2	21/05/2013	0.2	545	109	Trade-On	Review operation costs information to date, perform breakdown by fund for discussions on cost recovery, print other relevant documents for meetings.
Matthew Glennon	Director 1	21/05/2013	0.2	485	97	Administration	Call to Nick Glover in relation to the cancellation of the Company and the unpaid rent
Matthew Glennon	Director 1	21/05/2013	0.1	485	48.5	Administration	Email to Katy Phillips with an update on the cancellation of the UAE Company
Ryan Zörgdräger	Director 1	21/05/2013	0.3	485	145.5	Administration	Set-up employee claim processes
Renee Lobb	Manager 2	21/05/2013	0.2	395	79	Assets	Responding to investor and adviser queries.
Renee Lobb	Manager 2	21/05/2013	1	395	395	Trade-On	Responding to investor and adviser queries on numerous funds and generalize questions.
Renee Lobb	Manager 2	21/05/2013	0.6	395	237	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	21/05/2013	0.1	395	39.5	Trade-On	Respond to investor query of structured product fund.

Benjamin Robson	Accountant	21/05/2013	0.4	235	94	Trade-On	Summary Tab updated in consultants Fees Register to include total liability by Fund and by Consultant
Benjamin Robson	Accountant	21/05/2013	0.2	235	47	Trade-On	Inclusion Hickey invoice in consultants fee Register
Brittany Newman	Administration	21/05/2013	0.2	130	26	Trade-On	Call to Irene at LMIM regarding GoVia tags. Call to Go Via to confirm tag 101 602 5072 has been received before closing account. Prepare 8974fn13
Caroline Helcoop	Administration	21/05/2013	0.1	130	13	Trade-On	Process CBA Transfer - 9.57am
Sally McBryde	Managing Director	22/05/2013	0.2	550	110	Trade-On	Email from EBZ re staff mobiles, review costing details, respond with queries
Glenn O'Kearney	Director 2	22/05/2013	1	545	545	Trade-On	Prepare for meeting with Kelly regarding recovery of costs, outlays. Collate information for meeting regarding current costs outstanding/current SOP etc. calculation of time charged across various codes etc. liaise with Jo Dunn regarding time charging. discussions with RFZ regarding time charging asset specific. attendances at meeting with Kelly - discussions regarding cost recovery. discuss Drake loans etc. discuss Imlim no doca letters, discuss trust issues/Imla. time split between corp and fund
Matthew Glennon	Director 1	22/05/2013	0.1	485	48.5	Administration	Reviewed the email from UAE employee Nick Glover in relation to the rent and the Cancellation of the Company
Matthew Glennon	Director 1	22/05/2013	0.1	485	48.5	Administration	Email from James Young in relation to issues faced in Thailand and the wind down of the Thailand office.
Matthew Glennon	Director 1	22/05/2013	0.1	485	48.5	Administration	Email in relation to a cheque from NZ.
Matthew Glennon	Director 1	22/05/2013	0.2	485	97	Administration	Email to Lucy at LM in relation to the ownership of the Dubai account. Dealing with issues relating to the deregistering of the UAE Company.
Matthew Glennon	Director 1	22/05/2013	0.1	485	48.5	Administration	Further emails in relation to processing UAE payment from the UAE account
Renee Lobb	Manager 2	22/05/2013	0.2	395	79	Investigations	Respond to email from Shauna at LM Investment Management Ltd regarding information for New Zealand Serious Fraud Office.
Renee Lobb	Manager 2	22/05/2013	0.1	395	39.5	Trade-On	Review email from Ryan Zougdrager re proposed strategy to move forward on hardship payments.
Renee Lobb	Manager 2	22/05/2013	1.1	395	434.5	Trade-On	Responding to investor and adviser queries. Reviewing emails from Ginette Muller re hardship claim and discussion with John Corbett re Harmony development storage cage issues.
Renee Lobb	Manager 2	22/05/2013	0.3	395	118.5	Trade-On	Discussion with Ginette Muller and review of emails regarding hardship requests. Send email to Steve Heaman, Ginette Muller, Kelly-Anne Trenfield and Ryan Zougdrager re hardship payments post appointment and required information for approval on Trilogy client to hand
Renee Lobb	Manager 2	22/05/2013	0.1	395	39.5	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	22/05/2013	0.1	395	39.5	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	22/05/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser queries.
Eloa Zuardi	Senior Accountant 2	22/05/2013	0.1	325	32.5	Administration	Email in re wind up of the LM Cash Performance Fund
Benjamin Robson	Accountant	22/05/2013	0.3	235	70.5	Trade-On	Transfer of funds for advance to employee competed in MYOB
Priscilla Williams	Administration	22/05/2013	0.1	130	13	Administration	Copy/paste email content in GDM email box to on forward to new recipient regarding meeting arrangements about LM.
Joanne Dunn	Senior Managing Director	23/05/2013	0.4	575	230	Administration	Review laws re winding up funds and lodgement of ASIC form.
Kelly-Anne Trenfield	Senior Managing Director	23/05/2013	0.1	575	57.5	Administration	Review communications to investors
Glenn O'Kearney	Director 2	23/05/2013	0.3	545	163.5	Trade-On	Notes and preparation for discussions with Ashley triply regarding Imla lien, mpfi, costs, man fees etc. review cost matrix and current cost examples.
Glenn O'Kearney	Director 2	23/05/2013	0.1	545	54.5	Trade-On	Approve payments in MYOB. note to BJR regarding transfer of Cash into main account
Glenn O'Kearney	Director 2	23/05/2013	0.2	545	109	Trade-On	Discussions with RFZ regarding MTA issues and compliance meeting.

Matthew Glennon	Director 1		23/05/2013	0.5	485	242.5	Administration	Discussed the Thailand wind down with GDM. Reviewed the emails between LM, James Young and GDM. Call to James Young to provide an update
Renee Lobb	Manager 2		23/05/2013	0.2	395	79	Administration	Review and file ASIC 912C notice and our response sent by Russell's.
Renee Lobb	Manager 2		23/05/2013	0.2	395	79	Administration	Find ASIC 912(c) notice and response and print for GINETTE MULLER.
Renee Lobb	Manager 2		23/05/2013	0.1	395	39.5	Investigations	Further email from Steve Hannan at LM Investment Management Ltd regarding hardship strategy and supposed legal advice being obtained on cessation of hardship payments.
Renee Lobb	Manager 2		23/05/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser queries. Specifically regarding distributions to leader fund investors in the WMFIF and potential see through voting for the meeting. Emails to Kelly regarding circular to Cash Performance Fund investors. Clarify interest required to request a meeting post 601NC notice.
Renee Lobb	Manager 2		23/05/2013	0.3	395	118.5	Trade-On	Responding to numerous investor and adviser queries.
Renee Lobb	Manager 2		23/05/2013	0.7	395	276.5	Trade-On	Responding to investor and adviser queries.
Eloa Zuardi	Senior Accountant 2		23/05/2013	0.1	325	32.5	Administration	Transfer of funds from FIMF account to LMIM main account
Eloa Zuardi	Senior Accountant 2		23/05/2013	0.1	325	32.5	Trade-On	Cancel Mobile Patrols for LM Investments
Benjamin Robson	Accountant		23/05/2013	0.1	235	23.5	Trade-On	Supporting documents for MYOB payments attached
Benjamin Robson	Accountant		23/05/2013	0.2	235	47	Trade-On	Payment of Expense Virtual Invoice
Benjamin Robson	Accountant		23/05/2013	0.2	235	47	Trade-On	Cheque requisition for bank statements for investigations
Benjamin Robson	Accountant		23/05/2013	0.4	235	94	Trade-On	Further investigations into New Zealand Bank account. Reconcile LMIM ledger with amount transferred.
Joan Springate	Administration		23/05/2013	0.2	130	26	Administration	Correspondence with Daniel Jung and discuss with Glenn O'Kearney.
Joan Springate	Administration		23/05/2013	0.6	130	76	Administration	Receipt voucher & posting receipt
Joan Springate	Administration		23/05/2013	0.1	130	13	Administration	Online payment & vouchers
John Park	Senior Managing Director		24/05/2013	0.4	575	230	Administration	Payment voucher & posting voucher
Kelly-Anne Trenfield	Senior Managing Director		24/05/2013	0.8	575	460	Administration	Emails in Russell's / Castle Partners
Sally McByde	Managing Director		24/05/2013	0.1	550	55	Trade-On	Meeting with Russell's re legal issues and cost recovery/prepayments
Brendan Nixon	Director 2		24/05/2013	0.1	545	54.5	Employees	Email from Contin Insure re requirements for change of policy in relation to Drake Insurance
Glenn O'Kearney	Director 2		24/05/2013	5	545	2725	Administration	Update from Matt Glennon re: availability of funding to deal with overseas office issues (incl. NZ entity winding-up).
Matthew Glennon	Director 1		24/05/2013	0.3	485	145.5	Administration	Travel to Brisbane for meetings. meeting with Ashley Tiplady and Kelly Trenfield regarding Ilen issues, caveats, fund administration, charging, management fees etc. travel from meeting to gold coast office.
Ryan Zorzi	Director 1		24/05/2013	1	485	485	Administration	Emails with LM staff to finalise matters with respect to the cancellation of the UAE Company. Emails from Lucy and Maribel to confirm payment of the de-registration fee.
Renee Lobb	Manager 2		24/05/2013	0.1	395	39.5	Administration	Plan agenda for next week across AIF and MIF. Conference with Aline and Lauren. Post meeting preparation
Renee Lobb	Manager 2		24/05/2013	0.3	395	118.5	Administration	Send ASIC letter.
Renee Lobb	Manager 2		24/05/2013	0.3	395	118.5	Investigations	Discussion with GINETTE MULLER regarding ASIC info required. Find same and send via email
Renee Lobb	Manager 2		24/05/2013	0.3	395	118.5	Trade-On	Responding to investor and adviser queries. Filing all legal documentation regarding 912NC notices.
Eloa Zuardi	Senior Accountant 2		24/05/2013	0.2	325	65	Administration	Call with investor
Benjamin Robson	Accountant		24/05/2013	0.2	235	47	Trade-On	Invoice in from LM Australian UCITS Fund
Joan Springate	Administration		24/05/2013	0.1	130	13	Administration	Castle partner invoice included in consultants fees register
								Bank Rec

Joan Springate	Administration	24/05/2013	0.2	130	26	Administration	Taking closing account letter to bank
Priscilla Williams	Administration	24/05/2013	0.5	130	65	Administration	Update LMIM Funds Investment Table (summary, responsibilities, timeframes)
Kelly-Anne Trenfield	Senior Managing Director	26/05/2013	0.2	575	11.5	Trade-On	Review trading position and asset sop; all re peter drake meeting
Sally McBryde	Managing Director	27/05/2013	0.2	550	11.0	Trade-On	Email from Drake Insurance re letter to be provided to Comm Insure, call Comm Insure to discuss and draft letter & email same
Sally McBryde	Managing Director	27/05/2013	0.1	550	55	Trade-On	Email from Andrew Davis of WJ Premium Funding re outstanding premiums, email from LM to advise being paid next batch, response to Andrew re same
Brendan Nixon	Director 2	27/05/2013	0.1	545	54.5	Employees	Email from Lucy Bloomfield re: final notification from NZ concerning pending deregistration of NZ subsidiary, Peter Drake (as director of subsidiary) to provide response/arrange online registration renewal.
Glenn O'Kearney	Director 2	27/05/2013	1	545	54.5	Trade-On	Update from Elio SOP and cash flows/. review and amend. issue KAT copy. amendments to Asset based SOP.
Matthew Glennon	Director 1	27/05/2013	0.1	485	48.5	Administration	Appending to matters relating to the UAE cancellation of this Company.
Renee Lobb	Manager 2	27/05/2013	0.2	395	79	Administration	Updating legal issue table for progress.
Renee Lobb	Manager 2	27/05/2013	0.1	395	39.5	Administration	Review and on send to Clayton Uz information regarding Subpoena's and commentary on suing directors of LM Investment Management Ltd
Renee Lobb	Manager 2	27/05/2013	0.1	395	39.5	Administration	Responding to investor and adviser queries.
Renee Lobb	Manager 2	27/05/2013	0.6	395	237	Trade-On	Responding to investor and adviser queries. Further emails with Steve Haman regarding First Mortgage Income Fund investor account details circular.
Renee Lobb	Manager 2	27/05/2013	0.2	395	79	Trade-On	Sending hardship request forms, change of account details and addresses to LM Investment Management Ltd staff to update database.
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.3	325	97.5	Trade-On	Email in from Steve re Financial Advisor / Broker Commissions
Eloa Zuardi	Senior Accountant 2	27/05/2013	1	325	325	Administration	Update cash flow and SOP
Benjamin Robson	Accountant	27/05/2013	0.3	235	70.5	Trade-On	Transfer of Funds from LM MIF to LMIM
Caroline Halcoop	Administrative	27/05/2013	0.1	130	13	Trade-On	Process CBA Transfer - 3.47PM
Joanne Dunn	Senior Managing Director	28/05/2013	0.2	575	11.5	Administration	Phone call from Justin Clark (Start Comm) requesting update on subpoena and Trilogy. Direct call to Ilona Copely at Russell's.
John Park	Senior Managing Director	28/05/2013	1.7	575	977.5	Administration	Attend planning session with Russell's; Review and approve contractual documentation; emails in / out - Ryan Zornogger / Dibbarker
Kelly-Anne Trenfield	Senior Managing Director	28/05/2013	0.1	575	57.5	Administration	Call with Francine Mulder re directors circular to advisors
Damian Bender	Senior Managing Director	28/05/2013	1	550	550	Assets	Meet with legal advisors re sell down strategy
Glenn O'Kearney	Director 2	28/05/2013	1.3	545	708.5	Trade-On	Collate and prepare note to Ashley tipally regarding management fees/loan man charging/funding costs etc. review balance of fees that could be taken march update cash flow numbers.
Justin Clark	Managing Director	28/05/2013	5	500	2500	Administration	Media Engagement
Matthew Glennon	Director 1	28/05/2013	0.2	485	97	Administration	Call from GOK in relation to providing a summary of the overseas entities for the report. Reviewed the file for the previous balance sheet review of the entities.
Matthew Glennon	Director 1	28/05/2013	0.3	485	145.5	Administration	Reviewed all emails to summarise the UAE entity position for the report, prepared a summarised asset and liability position and provided comments on LMIM's value of the shareholding.
Matthew Glennon	Director 1	28/05/2013	0.3	485	145.5	Administration	Reviewed all emails to summarise the UK entity position for the report, prepared a summarised asset and liability position and provided comments on LMIM's value of the shareholding.

Matthew Glennon	Director 1	28/05/2013	0.3	485	145.5	Administration	Reviewed all emails to summarise the HK entity position for the report, prepared a summarised asset and liability position and provided comments on LMIM's value of the shareholding.
Matthew Glennon	Director 1	28/05/2013	0.4	485	194	Administration	Reviewed all emails to summarise the NZ entity position for the report, prepared a summarised asset and liability position and provided comments on LMIM's value of the shareholding.
Matthew Glennon	Director 1	28/05/2013	0.4	485	194	Administration	Reviewed all emails to summarise the Canada entity position for the report, prepared a summarised asset and liability position and provided comments on LMIM's value of the shareholding.
Renee Lobb	Manager 2	28/05/2013	0.2	395	79	Administration	Filing all sent emails with fund etc. queries.
Renee Lobb	Manager 2	28/05/2013	0.5	395	197.5	Trade-On	Discussion with Brad Lofis regarding business sale and new business change for commission entitlement. Provide funds update also.
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.3	325	97.5	Administration	Update cash flow and arrange transfers for Top up LMA account
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.1	325	32.5	Administration	Follow up LM Mif account transfer
Benjamin Robson	Accountant	28/05/2013	0.3	235	70.5	Trade-On	Receipt funds from Deposit refund from Regus Management
Benjamin Robson	Accountant	28/05/2013	0.2	235	47	Trade-On	MYOB transfer of funds
Caroline Halcoop	Administrative	28/05/2013	0.1	130	13	Administration	Process CBA Transfer - 4.01pm x 2
Joan Springate	Administration	28/05/2013	0.3	130	39	Administration	Online payment & posting payment
Justin Clark	Managing Director	29/05/2013	4	500	2000	Administration	Media Engagement
Matthew Glennon	Director 1	29/05/2013	2	485	970	Administration	Email from Iain Robb re the dissolution of LM Canada. Reviewed all dissolution and indemnity agreements. Considered the advice provided by Iain Robb. Considered amendments to agreements with respect to indemnity LMIM has to LM Canada and its Directors. Email to GDM raising concerns with respect to indemnity & retention of records, provided a recommendation to GDM.
Matthew Glennon	Director 1	29/05/2013	0.4	485	194	Administration	Call from Donna at LM to discuss the LM Canada dissolution documents. Email to Donna raising concerns with respect to the indemnity and the retention of records, provided preferred amendments to the agreements
Matthew Glennon	Director 1	29/05/2013	0.5	485	242.5	Administration	Final review and checked all figures with respect to the statements of positions for the overseas entities. Finalised the file note and provided comments the value of LMIM's shares in UAE, UK, HK, New Zealand and Canada
Renee Lobb	Manager 2	29/05/2013	0.1	395	39.5	Administration	Send database updates to LM Investment Management Ltd staff
Renee Lobb	Manager 2	29/05/2013	0.9	395	355.5	Administration	Discussions with Strategic Communications regarding media issues on Managed Performance Fund judgement.
Renee Lobb	Manager 2	29/05/2013	0.9	395	355.5	Trade-On	Length calls from investors and advisers. Answer all queries and provide fund updates. Responding to investor and adviser queries via email also.
Daniel Billings	Sr Consultant	29/05/2013	2	300	600	Administration	Drafting Materials
Benjamin Robson	Accountant	29/05/2013	0.2	295	47	Trade-On	Partial payment if invoice to Worldwide printing for services to LMIM
Benjamin Robson	Accountant	29/05/2013	0.1	295	23.5	Trade-On	Update Cash flow with Worldwide online payment
Caroline Halcoop	Administrative	29/05/2013	0.1	130	13	Administration	Process CBA Transfer - 3.24pm
Joan Springate	Administration	29/05/2013	0.1	130	13	Administration	Receipt voucher & posting receipt
Joan Springate	Administration	29/05/2013	0.3	130	39	Administration	Online payment & posting payment
John Park	Senior Managing Director	30/05/2013	0.7	675	402.5	Administration	Emails in Russell's / Ghette Muller / Casle Partners; Correspondence in with Ryan Zougtrager / Corbett
Sally McBryde	Managing Director	30/05/2013	0.1	550	55	Trade-On	Email regarding communication sent by directors re MF, email re Equity trust orders

Sally McBryde	Managing Director	30/05/2013	0.1	550	55	Trade-On	Letter from Clayton Utz re letter to Russell's today regarding the notification to LMIM's liability insurers
Sally McBryde	Managing Director	30/05/2013	0.1	550	55	Trade-On	Call from Andrea of Blue Broking re request from directors to meet to discuss insurance, update re invoices for PI cover
Justin Clark	Managing Director	30/05/2013	3	500	1500	Administration	Media Engagement
Matthew Glennon	Director 1	30/05/2013	0.2	485	97	Administration	Invoices from Irene at LM in relation to overseas entities.
Matthew Glennon	Director 1	30/05/2013	0.3	485	145.5	Administration	Reviewed the delivered documentation in relation to the wind down of the Canadian entity, reviewed the wording for the LMIM indemnity
Matthew Glennon	Director 1	30/05/2013	0.1	485	48.5	Administration	Confirmation in respect to the LMIM shareholding in LM Canada, reviewed the share certificates and email to GOK.
Renee Lobb	Manager 2	30/05/2013	0.4	395	158	Administration	Responding to investor and adviser queries. Filing misc. legal correspondence.
Renee Lobb	Manager 2	30/05/2013	0.1	395	39.5	Administration	Review Girette Muller's email to Russell's regarding wind up notices and 601 NC circulars.
Daniel Billings	Sr. Consultant	30/05/2013	0.5	300	150	Administration	Media Engagement
Joan Springate	Administration	30/05/2013	0.3	130	39	Administration	Online payment & posting payment
Joanne Dunn	Senior Managing Director	31/05/2013	0.5	575	287.5	Administration	Assist RCL with update of website.
John Park	Senior Managing Director	31/05/2013	0.1	575	57.5	Administration	Email in Russell's
Kelly-Anne Trenfield	Senior Managing Director	31/05/2013	0.1	575	57.5	Administration	GOK re payment of legal fees
Glenn O'Kearney	Director 2	31/05/2013	0.8	545	327	Trade-On	Discussions with Eryn regarding invoicing/man fee calculations may etc. note to Eryn regarding documentation at director meeting, review note from Eryn regarding agreement/undertakings on man fees, note to Ashley on fees.
Glenn O'Kearney	Director 2	31/05/2013	0.5	545	272.5	Trade-On	Review and update cash flows/p&L.
Matthew Glennon	Director 1	31/05/2013	1.5	485	727.5	Administration	Call to Donna to discuss the dissolution agreement with LM Canada. Discussed the indemnity between LMIM, the Directors of LM Canada and LM Canada. Reviewed the email from Iain Robb relating to the time limits to bring claims against the Company and the Directors. Final review of the Dissolution Agreement and LMIM shareholder resolution. Prepared a file-note summarising the dissolution and the return to LMIM, collated all documents to attach to the file-note. Provided all documentation and recommendations to GDM. Scanned executed agreements and emailed to Donna at LM.
Renee Lobb	Manager 2	31/05/2013	1.1	395	434.5	Administration	Updating of website and reformatting of same.
Renee Lobb	Manager 2	31/05/2013	0.5	395	197.5	Trade-On	Commence working on remuneration table details for insertion into second report. Circularise FTI team and request they insert details in their relevant task areas.
Eloa Zuardi	Senior Accountant 2	31/05/2013	0.5	325	162.5	Administration	Phone call out to Menkie to discuss Fund Expenses 19.03.2013 to 27.05.2013 and procedures. Phone call to Irene re meeting next week.
Benjamin Robson	Accountant	31/05/2013	0.4	235	94	Trade-On	Inclusion of latest Castle partners invoices in register. Inclusion of Allen's Linklater's invoices and Correspondence with GOK regarding Consultants register. Call to Ben Parsons of Castle Partners
Caroline Haicoop	Administrative	31/05/2013	0.1	130	13	Administration	Process CBA Transfer - 3.29pm
Joan Springate	Administration	31/05/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Sally McBryde	Managing Director	03/06/2013	0.1	550	55	Trade-On	Email from Blue Broking containing invoices for PI Insurance, review, email back requesting monthly payments
Glenn O'Kearney	Director 2	03/06/2013	0.5	545	272.5	Administration	Prep for and attendance at team meeting. Split between corp and fund
Glenn O'Kearney	Director 2	03/06/2013	0.2	545	109	Trade-On	Note from Carolyn Hodge regarding cap info request. note to Kelly, discuss with Sally.

Glenn O'Kearney	Director 2	03/06/2013	2						Review cash flow forecast and SOP prepared by Elio. amendments to cash flow/SOP/monthly budget. review bank accounts. follow up Ashley regarding advice on charging, collate information for discussions team meeting. note to Elio regarding cash transfer for weekly payments. review and discuss MYOB entries with BJR. liaise with allen regarding consultant costs. Responding to investor and adviser queries.
Renee Lobb	Manager 2	03/06/2013	0.3	546	1090	Trade-On			
Renee Lobb	Manager 2	03/06/2013	0.2	395	118.5	Trade-On			
Renee Lobb	Manager 2	03/06/2013	0.2	395	79	Trade-On			
Renee Lobb	Manager 2	03/06/2013	0.2	395	79	Trade-On			Review email from COC member and email Ginetha Muller regarding privacy issues in giving out details of fellow committee members.
Elio Zuardi	Senior Accountant 2	03/06/2013	1	325	325	Trade-On			Update cash flow
Elio Zuardi	Senior Accountant 2	03/06/2013	0.5	325	162.5	Administration			Update MYOB - Receipt vouchers re deposits into various accounts.
Benjamin Robson	Accountant	03/06/2013	0.1	235	23.5	Trade-On			Review and submit to file various payment and receipt vouchers
Benjamin Robson	Accountant	03/06/2013	0.2	235	47	Trade-On			Receipt of funds transfer from MIF account.
Caroline Halcoop	Administrative	03/06/2013	0.1	130	13	Administration			Process CBA Transfer - 3:48pm.
Sally McByde	Managing Director	04/06/2013	0.1	550	55	Trade-On			Email from ASIC re access to IT, various emails to FTI & LM staff to obtain password etc., request details from ben Fisher of LM
Glenn O'Kearney	Director 2	04/06/2013	0.2	545	109	Trade-On			Discuss myob payments/processes etc. with Team. discuss payments/receipts with Joan.
Glenn O'Kearney	Director 2	04/06/2013	0.3	545	163.5	Trade-On			Note to Carolyn. Hodge regarding CAB recovered. liaise with sally regarding staff issues/rmtg Fran.
Matthew Glennon	Director 1	04/06/2013	0.3	485	145.5	Administration			Email in relation to Thailand employee. Email to KAT with all details in relation to the proposed agreement between LMIM and the Thailand employee relating to the Thailand office wind down
Ryan Zongraeger	Director 1	04/06/2013	0.2	485	97	Administration			Email in from Caroline Hodge RE Compliance Committee concerns. Consider and draft response. Further liaison regarding password for ASIC. Send RTS notices to LM Investment Management Ltd to update database. Responding to investor and adviser queries.
Renee Lobb	Manager 2	04/06/2013	0.3	395	118.5	Administration			
Renee Lobb	Manager 2	04/06/2013	0.3	395	118.5	Administration			Call with LM Investment Management Ltd staff regarding remaining staff monitoring investment services email. discuss circulators and wholesale fund investors being excluded.
Renee Lobb	Manager 2	04/06/2013	0.1	395	39.5	Administration			Send email to Norton Rose with ASIC password.
Renee Lobb	Manager 2	04/06/2013	0.2	395	79	Investigations			
Renee Lobb	Manager 2	04/06/2013	0.3	395	118.5	Trade-On			Responding to investor and adviser queries.
Renee Lobb	Manager 2	04/06/2013	0.3	395	118.5	Trade-On			Responding to investor and adviser queries.
Benjamin Robson	Accountant	04/06/2013	0.2	235	47	Trade-On			Correction of MYOB funds received from rental property
Benjamin Robson	Accountant	04/06/2013	0.1	235	23.5	Trade-On			Norton Rose invoices received and scanned to GOK
Benjamin Robson	Accountant	04/06/2013	0.4	235	94	Trade-On			Transfer of funds from LMIM to LMA trust account for employee advances
Benjamin Robson	Accountant	04/06/2013	0.6	235	141	Trade-On			Consultants fee register work. preparation for tomorrow's meeting. Dummy fund splits and accounting for all invoices
Benjamin Robson	Administration	04/06/2013	0.1	130	13	Administration			Mail in from Norton Rose - Tax Invoice #121.6420
Caroline Halcoop	Administrative	04/06/2013	0.1	130	13	Administration			Process CBA Transfer - 3:33PM
Joan Springate	Administration	04/06/2013	0.1	130	13	Administration			Payment voucher & posting payment
Joan Springate	Administration	04/06/2013	0.3	130	39	Administration			Setting up Online payment & posting payment

Employee Name	Job Title	Date	Hours	Rate	Total	Category	Description
Sally McBryde	Managing Director	05/06/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to LMA for employee advances
Glenn O'Keamey	Director 2	05/06/2013	1.5	545	817.5	Trade-On	Meet with Ash Tiplady - discussion regarding man fee and advice, update Kelly, review of sop for split.
Renee Lobb	Manager 2	05/06/2013	0.2	395	79	Administration	Reviewing and filing correspondence to ASIC on Section 19 notice.
Renee Lobb	Manager 2	05/06/2013	0.4	395	158	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	05/06/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser queries.
Aline Teixeira	Manager 1	05/06/2013	0.2	345	69	Administration	Attending to trading matters, discussions with FTI corporate team re: same
Eloa Zuardi	Senior Accountant 2	05/06/2013	1	325	325	Trade-On	Update cash flow
Benjamin Robson	Accountant	05/06/2013	0.1	235	23.5	Trade-On	Review vouchers for filing
Caroline Halcoop	Administrative	05/06/2013	0.1	130	13	Administration	Process CBA Transfer - 3.33pm
Joan Springgate	Administration	05/06/2013	0.1	130	13	Administration	Receipt voucher & posting receipt
Joan Springgate	Administration	05/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	06/06/2013	0.2	575	115	Administration	Emails in re insurance; review GOK additions to Insurance notification
Kelly-Anne Trenfield	Senior Managing Director	06/06/2013	0.1	575	57.5	Administration	GOK re sop/operations/fee recovery
Sally McBryde	Managing Director	06/06/2013	0.2	550	110	Trade-On	Review emails from Clayton Utz re possible claims against PI, arrange for meeting to discuss
Glenn O'Keamey	Director 2	06/06/2013	0.4	545	218	Trade-On	Prepare split trading SOP and p&L.
Ryan Zorgrader	Director 1	06/06/2013	0.2	485	97	Administration	Receive SAC statement and write notations for EBZ
Andrew Stokes	Director	06/06/2013	1	400	400	Administration	Internal Briefings & Research
Renee Lobb	Manager 2	06/06/2013	1	395	395	Trade-On	Responding to investor and adviser queries. Also draft response to Shane Roberts regarding information for investors.
Renee Lobb	Manager 2	06/06/2013	0.6	395	237	Trade-On	Responding to investor and adviser queries, Liaising with strategic communications on website matters also.
Eloa Zuardi	Senior Accountant 2	06/06/2013	1	325	325	Administration	Update cash flow
Benjamin Robson	Accountant	06/06/2013	1	235	235	Trade-On	Create Consultants Fee Register hard copy folder and copy all invoices into it. Tabulate paid and unpaid and organise break up of outstanding invoices
Benjamin Robson	Accountant	06/06/2013	2	235	470	Trade-On	Issue invoices, invoice break up calculations and description of individual fund charges from consultant Fee register to LMIM Fund Managers. Correspondence with GOK regarding invoice break ups and discussions on draft email templates for invoices going forward
Joan Springgate	Administration	06/06/2013	0.1	130	13	Administration	Bank Rec
Kelly-Anne Trenfield	Senior Managing Director	07/06/2013	0.2	575	115	Administration	Call from AJT re meeting with Doyle; discuss with DJB/JRP
Sally McBryde	Managing Director	07/06/2013	4	550	2200	Trade-On	Travel to Brisbane for meeting with Chris Erlurt of Clayton Utz re potential claims against PI Insurance
Justin Clark	Managing Director	07/06/2013	2	500	1000	Administration	Media Engagement
Renee Lobb	Manager 2	07/06/2013	0.2	395	79	Administration	Discuss Start Comb's time and progress of WIP reports with Joanne Dunn.
Renee Lobb	Manager 2	07/06/2013	0.3	395	118.5	Administration	Call from Start Comb's regarding queries from NBR.
Renee Lobb	Manager 2	07/06/2013	0.1	395	39.5	Administration	Send cost agreement to Russell's.
Renee Lobb	Manager 2	07/06/2013	0.1	395	39.5	Trade-On	Send addresses which are missing to LM Investment Management Ltd to seek and update database.
Eloa Zuardi	Senior Accountant 2	07/06/2013	1	325	325	Trade-On	Review various invoices received from Corporate traveller. Link each invoice to respective PO and advise project code for each job. Email to Zoran to arrange payment direct from each controller accounts

Eloa Zuardi	Senior Accountant 2	07/06/2013	3	325	975	Administration	Prepare various invoices for each controller account re Expense Claims / Fund Reimbursements. Review all invoices paid from 19/03 to 27/05. Email to Renee re staff expenses. Email to Zoran re other expense and invoices to be reimbursed by each fund
Benjamin Robson	Accountant	07/06/2013	0.5	235	117.5	Trade-On	Break down of King & Wood Mallesons invoice, inclusion of invoice in Consultants Register and update register values
Benjamin Robson	Accountant	07/06/2013	0.4	235	94	Trade-On	Transfer funds from main account to LMA trust account to cover advance to employees, attach supporting documents
Benjamin Robson	Accountant	07/06/2013	0.2	235	47	Trade-On	Receipt funds into 3 bank accounts regarding Bank charges
Joan Springate	Administration	07/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Renee Lobb	Manager 2	08/06/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser queries
Renee Lobb	Manager 2	09/06/2013	0.6	395	237	Trade-On	Responding to investor and adviser queries
Kelly-Anne Trenfield	Senior Managing Director	10/06/2013	0.1	575	57.5	Administration	Email in from KM re MPF and claims re breach of duties/trust; fwd to SM re insurance impact
Eloa Zuardi	Senior Accountant 2	10/06/2013	0.2	325	65	Administration	Email to Renee re FOS membership
Kelly-Anne Trenfield	Senior Managing Director	11/06/2013	0.3	575	172.5	Administration	Email in from KordaMentha re advisor communication from directors; forward to directors; call in from Fran Mulder
Kelly-Anne Trenfield	Senior Managing Director	11/06/2013	0.3	575	172.5	Administration	GDM re approach to KM letter re breach of trust for; Ian Francis re update on status of appointment
Glenn O'Kearney	Director 2	11/06/2013	0.1	545	54.5	Administration	GOK update re funding position; legal
Glenn O'Kearney	Director 2	11/06/2013	0.2	545	109	Trade-On	Review invoices - forward to ben for split, note to Stuart Clancy regarding invoices to Lucy.
Glenn O'Kearney	Director 2	11/06/2013	0.2	545	109	Trade-On	Supplier payment run, review and sign off, queries on some.
Glenn O'Kearney	Director 2	11/06/2013	0.2	545	109	Trade-On	Discuss trading requirements cash flow for services entity with Eloa, prelim review of cash flow for week
Glenn O'Kearney	Director 2	11/06/2013	1	545	545	Trade-On	Review cash flow trading SOP from Eloa - queries for Eloa - make amendments including splitting line/initm sop's, note to Kelly with this weeks info.
Justin Clark	Managing Director	11/06/2013	2.5	500	1250	Administration	Media Engagement
Andrew Stokes	Director	11/06/2013	1	400	400	Administration	Media Engagement
Renee Lobb	Manager 2	11/06/2013	0.2	395	79	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	11/06/2013	0.1	395	39.5	Trade-On	Send requested information to Shane Roberts of Holman Webb.
Eloa Zuardi	Senior Accountant 2	11/06/2013	1.5	325	487.5	Trade-On	Update cash flow
Joan Springate	Administration	11/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Joan Springate	Administration	11/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Joan Springate	Administration	11/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Kate Mahoney	Administrative Assistant	11/06/2013	0.2	130	26	Administration	Taking a document to ASIC for lodgement
Ginette Muller	Senior Managing Director	12/06/2013	1	575	575	Trade-On	Meeting with Investor Advisory Committee from Dubai and Asia in relation to providing them possible solutions regarding recovery of investor funds including providing a summary of the funds, litigation, legal options regarding breach of director duties and meeting included Shane Roberts and John Corbett.
Kelly-Anne Trenfield	Senior Managing Director	12/06/2013	0.4	575	230	Administration	Email to RFZ re reporting; emails in re investor meetings; query update; RFZ re status of F524 judgements; GDM re update meeting with investors representatives and interaction with MPF; RFZ re fund reporting
Sally McByrde	Managing Director	12/06/2013	1	550	550	Administration	Teleconferences with Mark Weller re PI insurance, Austcorp claim, KM claim, PI position, review various emails in relation to same
Andrew Weatherley	Director 2	12/06/2013	0.1	545	54.5	Administration	Draft email to M.Weller end invest memo and report
Glenn O'Kearney	Director 2	12/06/2013	0.2	545	109	Trade-On	Follow up advice from Russell's regarding changing funds etc. discussions start regarding fund creditor invoices, update cash flows for fee income.

Glenn O'Kearney	Director 2	12/06/2013	1.3	545	706.5	Trade-On	Note to Kelly regarding fees and timing etc. note to Ian Francis regarding cash flows / surplus etc. review cash flow statements and manipulate allocation of surplus for discussions. test service fee allocations etc. save new file for discussions.
Renee Lobb	Manager 2	12/06/2013	0.4	395	158	Trade-On	Taking investor calls and call from Russell's.
Renee Lobb	Manager 2	12/06/2013	0.3	395	118.5	Trade-On	Responding to investor and adviser queries.
Benjamin Robson	Accountant	12/06/2013	0.3	235	70.5	Trade-On	Updates to Consultants Fee Register with confirmation payments and inclusion of latest Allen's Linklater's invoices
Benjamin Robson	Accountant	12/06/2013	0.3	235	70.5	Trade-On	Update Consultants register payments to ASPF to reflect LMIM as RE. Correspondence with Glenn O'Kearney and John Corbett
Benjamin Robson	Accountant	12/06/2013	0.2	235	47	Trade-On	Receipt of unknown refunds into account
Benjamin Robson	Accountant	12/06/2013	0.4	235	94	Trade-On	Discuss Consultants Fees register with Glenn O'Kearney
Joan Springgate	Administration	12/06/2013	0.2	130	26	Administration	Bank Rec
John Park	Senior Managing Director	13/06/2013	0.2	575	115	Administration	Email in Clayton Utz
Kelly-Anne Trenfield	Senior Managing Director	13/06/2013	0.3	575	172.5	Administration	Review email in from Caroline Hodge re cash position; request info from GOK; Update/discussion with John Corbett & GDM re meetings with KM
Sally McBryde	Managing Director	13/06/2013	0.1	550	55	Administration	Email from Mark Waller enclosing response from Rob Tassell re Austcorp matter
Glenn O'Kearney	Director 2	13/06/2013	0.5	545	272.5	Trade-On	Review advice from Russell's regarding costs/indemnity etc. consider advice. consider other comments from Ashley regarding management fees. review cash flows and consider option to fund operational costs and various splits across funds. note to Ashley regarding advice and option of fund. liaise with Kelly regarding advice/options fund etc.
Justin Clark	Managing Director	13/06/2013	2.5	500	1250	Administration	Media Engagement
Matthew Glennon	Director 1	13/06/2013	0.3	485	145.5	Administration	Email from Lucy in relation to the overseas offices and the requirement for LMIM to organise a Audit. provided an update on the wind down of each overseas local entity. UK, HK, Canada, NZ, UAE and Thailand.
Matthew Glennon	Director 1	13/06/2013	0.1	485	48.5	Administration	Email re the winding up of the UAE entity from Lucy at LM.
Matthew Glennon	Director 1	13/06/2013	0.1	485	48.5	Administration	Emails from Lucy at LM to overseas Auditors providing an update on the LMIM Administration.
Andrew Stokes	Director	13/06/2013	2.5	400	1000	Administration	Media Engagement
Renee Lobb	Manager 2	13/06/2013	0.1	395	39.5	Administration	Emails with LM Investment Management Ltd staff regarding transfer requests to process post meeting. (raise queries with John Corbett also.
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.1	325	32.5	Administration	Payment FOS membership for: 10599
Benjamin Robson	Accountant	13/06/2013	0.1	235	23.5	Trade-On	Phone call from Mark Waller
Benjamin Robson	Accountant	13/06/2013	0.3	235	70.5	Trade-On	Investigations into Apportionment of Allen's Linklater's invoices, various emails to Simon Tickner and Allen's Linklater's
Benjamin Robson	Accountant	13/06/2013	0.2	235	47	Trade-On	Review various R&P vouchers for filing
Benjamin Robson	Accountant	13/06/2013	1.5	235	352.5	Trade-On	General work on Consultants register. Organise payments, draft emails to Simon Tickner, Francene Mulder, Glenn O'Kearney and Aline Teixeira. Update invoices already paid and invoices sent for payment. Organise hard copy folder
Ginette Muller	Senior Managing Director	14/06/2013	2	575	1150	Creditors	Attend meeting with Shane Roberts office. Discuss position of the Advisory Committee in relation to distribution and other matters.
John Park	Senior Managing Director	14/06/2013	0.1	575	57.5	Trade-On	Review and Payment of accounts
Kelly-Anne Trenfield	Senior Managing Director	14/06/2013	0.2	575	115	Administration	Update from GDM re meeting with KM
Sally McBryde	Managing Director	14/06/2013	0.4	550	220	Administration	Call with Mark Waller re Austcorp response, email instructions, review email advice in preparation

Glenn O'Kearney	Director 2	14/06/2013	0.3	545	163.5	Trade-On	Discussions sally regarding LM fees etc. discussions laine regarding FUM/expense apportionments. note to Lucy regarding details for FUM and units held.
Matthew Glennon	Director 1	14/06/2013	0.1	485	48.5	Administration	Email from HK PKF in relation to the non requirement of the audit. Updated the file.
Renee Lobb	Manager 2	14/06/2013	0.6	395	237	Trade-On	Responding to investor and adviser queries. Review and saving of media coverage.
Eloa Zuardi	Senior Accountant 2	14/06/2013	1	325	325	Trade-On	Update cash flow
Daniel Billings	Sr Consultant	14/06/2013	0.5	300	150	Administration	Media Engagement
Benjamin Robson	Accountant	14/06/2013	0.4	235	94	Trade-On	Receipt funds in MIF account and attach supporting documents and transfer funds to LMIM main account
Benjamin Robson	Accountant	14/06/2013	0.3	235	70.5	Trade-On	Include latest Castle Partners data into Consultants fees register
Joan Springate	Administration	14/06/2013	0.1	130	13	Administration	Bank Rec
Renee Lobb	Manager 2	15/06/2013	0.3	395	118.5	Trade-On	Responding to investor and adviser queries.
Ginette Muller	Senior Managing Director	17/06/2013	1	575	575	Administration	Review of emails and arrange for filing following reading of documents in relation to Kordiant the claims for breach of trust against LMIM and the directors. Emails to Clayton Utz. Update to Andrew Stokes re NBR.
Kelly-Anne Trenfield	Senior Managing Director	17/06/2013	0.1	575	57.5	Administration	Follow-up status of exemption to reporting with RfZ
Kelly-Anne Trenfield	Senior Managing Director	17/06/2013	0.1	575	57.5	Administration	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	17/06/2013	0.2	575	11.5	Administration	Discussion with GOK re form and structure of cost recovery
Sally McByrde	Managing Director	17/06/2013	0.2	550	110	Trade-On	Various emails from Clayton Utz re KM letters re breach of trust
Sally McByrde	Managing Director	17/06/2013	0.5	560	275	Trade-On	Call with Andrea Myslop of Blue Broking in relation to insurance for corporate travel, office assets, workers comp
Sally McByrde	Managing Director	17/06/2013	0.2	560	110	Employees	Call from Paula of Drake Insurance regarding employee entitlements owed as a result of being made redundant from Drake Insurance
Andrew Weatherley	Director 2	17/06/2013	0.1	545	54.5	Administration	GDM email re press comments, consider, note to/from JAC, fwd to GDM/A Stokes
Glenn O'Kearney	Director 2	17/06/2013	0.1	545	54.5	Trade-On	Review castle ill info and note from jid, note to BJR
Glenn O'Kearney	Director 2	17/06/2013	0.2	545	109	Trade-On	Prelim review of cash flow and SOP updates. review cash requirement LMA and approve proposed transfers.
Glenn O'Kearney	Director 2	17/06/2013	2.5	545	1362.5	Trade-On	Call Ashley Updey to discuss management fee issues. review transcript regarding manage fee commentary. review cost information and allocations by FUM %, discussions with Kelly regarding allocations/breakdown. review and sign off on LMIM transfers etc. note to Lucy regarding FUM and unit information for allocations. update cash flows etc. discussions with Eloa regarding cash flow, intercompany reconciliation, invoicing, management fee income. consider loan man fee breakdown/review previous invoices and prepaid scenario etc. review allocation Malleisons invoices across funds. draft email BJR. note from Eloa regarding fund expenses and new process.
Christine Alterator	Director 1	17/06/2013	0.2	485	97	Administration	Emails in from SAM; review email folders for KAT's affidavits and provide copies to SAM
Renee Lobb	Manager 2	17/06/2013	1.8	395	711	Administration	With Ginette Muller regarding legal action material and preparation of affidavit material and documentation for submission by 24 June 2013. Take call from investor also.
Renee Lobb	Manager 2	17/06/2013	0.2	395	79	Administration	Responding to Ginette Muller regarding start comm's queries on Peter Drake office attendance.
Eloa Zuardi	Senior Accountant 2	17/06/2013	1.5	325	487.5	Trade-On	Update cash flow
Joan Springate	Administration	17/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Joan Springate	Administration	17/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
John Park	Senior Managing Director	18/06/2013	0.1	575	57.5	Administration	Review email to Clayton Utz
Kelly-Anne Trenfield	Senior Managing Director	18/06/2013	0.3	575	172.5	Administration	AN F RE STATUS OF ADVICE AND REVIEW FO COST RECOVERY

Sally McByrde	Managing Director	18/06/2013	0.1	550	95	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to LMA for advances
Sally McByrde	Managing Director	18/06/2013	3.5	550	1925	Trade-On	Reviewing corporate travel, workers compensation, office insurance policies, gathering information & completing proposal forms as required
Glenn O'Keamey	Director 2	18/06/2013	2.5	545	1362.5	Trade-On	Prepare note to Elio regarding operational costs and reconciliation required. consider cash flow movements, loan management fee agreements, advice from legal team. calculations for discussion of operational costs apportionment, effect of LMF etc. review and discussions with BJR regarding consultant invoices. note to learn regarding proposed split of consultant invoices.
Renee Lobb	Manager 2	18/06/2013	0.9	395	355.5	Trade-On	Responding to investor and adviser queries. Numerous fund issues.
Renee Lobb	Manager 2	18/06/2013	0.3	395	118.5	Trade-On	Responding to investor queries by email and take call from investor.
Benjamin Robson	Accountant	18/06/2013	0.2	235	47	Trade-On	Transfer funds for advances to employees
Benjamin Robson	Accountant	18/06/2013	0.1	235	23.5	Trade-On	Forward castle partners break ups to Irene Culling
Benjamin Robson	Accountant	18/06/2013	0.3	235	70.5	Trade-On	Correspondence with GOK and KAT regarding allocation of consultants fees invoices
Joan Springate	Administration	18/06/2013	0.1	130	13	Administration	Receipt voucher & posting receipt
Joan Springate	Administration	18/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Joan Springate	Administration	18/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	19/06/2013	0.4	575	230	Administration	Review and update cost matrix
Kelly-Anne Trenfield	Senior Managing Director	19/06/2013	0.1	575	57.5	Administration	Gok re payment of Thailand costs
Sally McByrde	Managing Director	19/06/2013	0.5	550	275	Trade-On	Various emails with Blue Broking regarding P1 premium funding, review funding terms, queries re amounts and payment method, discussions with Andrea of Blue Broking
Glenn O'Keamey	Director 2	19/06/2013	1	545	545	Trade-On	Discussions with Elio regarding operational costs incurred, review of cash flow/SOP - review of figures prepared by Elio regarding op costs incurred. review allocation/options to fund across trusts/funds. prepare memo regarding funding operational costs. discussions with Ashley regarding LMF LMA Income. liaise with Elio/Kelly/BJR regarding trading issues - approve MYOB payments etc.
Matthew Glennon	Director 1	19/06/2013	0.2	485	97	Administration	Email from GOK in relation to the payment to the Thailand wind down. Call and email to James Young.
Matthew Glennon	Director 1	19/06/2013	0.2	485	97	Administration	Call to James Young to discuss the wind down of the Thailand office. Email to James requesting supporting documents with respect to liabilities.
Renee Lobb	Manager 2	19/06/2013	0.3	395	118.5	Administration	Review commission payment emails and KM correspondence regarding breach of trust. File emails and letters on same.
Renee Lobb	Manager 2	19/06/2013	0.9	395	355.5	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	19/06/2013	0.3	395	118.5	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	19/06/2013	0.3	395	118.5	Trade-On	Responding to investor and adviser queries.
Benjamin Robson	Accountant	19/06/2013	1.5	235	352.5	Trade-On	Consultants fees register work - send for payment invoices for Clayton Utz including fund break up, enter Russell's invoice and calculate fund apportionment, update register with payment confirmations received, general spread sheet work
Brittany Newman	Administration	19/06/2013	1.8	130	234	Administration	Update spreadsheets - 1. Summary of FMIF recovery costs March 2013, 1. Summary of recovery costs to 17.5.13 & 1. 19.4.13, 1. Summary of recovery costs to 30.04.13, 1. Summary of recovery costs to 17.5.13 & 1. Summary of FMIF recovery costs to 31.5.13.
Carly Drew	Administration	19/06/2013	0.2	130	26	Administration	Printed docs for AGT for KAT to sign
Joan Springate	Administration	19/06/2013	0.1	130	13	Administration	Receipt voucher & posting receipt
Joan Springate	Administration	19/06/2013	0.3	130	39	Administration	Setting up Online payment & posting payment
Ginette Muller	Senior Managing Director	20/06/2013	0.3	575	172.5	Administration	Execute Management Agreements & other documents

Ginette Muller	Senior Managing Director	20/06/2013	0.5	575	287.5	Creditors	Meeting with investor representative to discuss advisor concerns - Matt Robinson
Kelly-Anne Trenfield	Senior Managing Director	20/06/2013	0.1	575	57.5	Administration	Discussion with RFZ re reporting requirements; review emails to NR re NTA/audit etc.
Kelly-Anne Trenfield	Senior Managing Director	20/06/2013	0.1	575	57.5	Administration	Mail in
Sally McBryde	Managing Director	20/06/2013	0.3	550	165	Administration	Search files & emails to determine of ASIC sent notices in relation to back up of IT as per CMA request, respond to same
Sally McBryde	Managing Director	20/06/2013	0.4	550	220	Administration	Telephone call with Merik Vialler & Chris Erfurt of Clayton Utz & Rob Tassell re Austcorp matter & disclosure of policy at court hearing tomorrow
Sally McBryde	Managing Director	20/06/2013	0.5	550	275	Trade-On	Various emails with Blue Broking in relation to PI premium funding
Sally McBryde	Managing Director	20/06/2013	1.5	550	825	Trade-On	Gathering information for insurance purposes, responding to email from Blue Broking re business insurance information
Ryan Zograger	Director 1	20/06/2013	0.3	485	145.5	Administration	Telephone out and email out to Norton Rose RE relief from statutory licensing requirements
Renee Lobb	Manager 2	20/06/2013	0.1	395	39.5	Administration	Send database updates to LM Investment Management Ltd staff.
Renee Lobb	Manager 2	20/06/2013	0.5	395	197.5	Administration	Speak with RFZ regarding legal cost forecast and email team and solicitors seeking forecast of costs till July.
Renee Lobb	Manager 2	20/06/2013	0.1	395	39.5	Administration	Takes call from Ben Parsons regarding legal projections.
Renee Lobb	Manager 2	20/06/2013	0.3	395	118.5	Trade-On	Responding to investor and adviser queries. Assisting CMA in finding ASIC section 19 notice regarding database.
Renee Lobb	Manager 2	20/06/2013	0.2	395	79	Trade-On	Takes call from adviser.
Renee Lobb	Manager 2	20/06/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser queries.
Benjamin Robson	Accountant	20/06/2013	0.5	235	117.5	Trade-On	Norton Rose invoice break up calculations and update consultants fees register
Brittany Newman	Administration	20/06/2013	0.3	130	39	Administration	Obtain various payment/receipt vouchers for EBZ
Ginette Muller	Senior Managing Director	21/06/2013	2	575	1150	Administration	Generally deal with staff including arranging for the upcoming investor and advisor forums in Cairns and Melbourne.
Joanne Dunn	Senior Managing Director	21/06/2013	1	575	575	Trade-On	Meeting with RCL to discuss remuneration report. Review current status of fees.
Kelly-Anne Trenfield	Senior Managing Director	21/06/2013	0.2	575	115	Administration	Call in from GOK re operational/fee recovery issues
Sally McBryde	Managing Director	21/06/2013	0.5	550	275	Administration	Various emails regarding Austcorp action, review draft orders, call with Rob Tassell re outcome of hearing & review report on outcome of hearing
Sally McBryde	Managing Director	21/06/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to LMA for advances.
Glenn O'Kearney	Director 2	21/06/2013	0.2	545	109	Trade-On	Discussions with Kelly regarding cost matrix/LMF/funding etc.
Renee Lobb	Manager 2	21/06/2013	0.1	395	39.5	Administration	Review Ginette Muller email regarding advisor conferences for Cairns and Melbourne. Confirm role in organising same.
Renee Lobb	Manager 2	21/06/2013	0.3	395	118.5	Administration	Calls with Peter Schmidt regarding legal cost estimate. Update spread sheet for information received.
Renee Lobb	Manager 2	21/06/2013	0.5	395	197.5	Administration	Review estimated legal costs from Clayton Utz and apportion appropriately for forecast.
Renee Lobb	Manager 2	21/06/2013	0.5	395	197.5	Administration	Review correspondence from Minter Ellison regarding breach of trust. Discuss same and halt request for First Mortgage Income Fund distribution with Ginette Muller and Kelly-Anne Trenfield.
Renee Lobb	Manager 2	21/06/2013	0.3	395	118.5	Trade-On	Responding to investor and adviser queries. Queries regarding distributions, Andrew Robinson investigation and database updates for new accounts, addresses etc.
Renee Lobb	Manager 2	21/06/2013	1.2	395	474	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Manager 2	21/06/2013	1.3	395	513.5	Trade-On	Creation of work in progress Master Spread sheet
Renee Lobb	Manager 2	21/06/2013	1.3	395	513.5	Trade-On	Working through remuneration report requirements with Joanne Dunn. Manual checks of information for new FTI employee time to ensure correct.

Name	Role	Date	Value	Percentage	Count	Category	Description
Eloa Zuardi	Senior Accountant 2	21/06/2013	325	0.2	65	Creditors	FOS Invoice July 2013
Eloa Zuardi	Senior Accountant 2	21/06/2013	325	0.6	195	Administration	Email out to Carolyn Hedger re various Outstanding ASIC Invoices
Ginette Muller	Senior Managing Director	24/06/2013	575	1	575	Administration	Preparation and meeting with Clayton Utz; Chris and Mark; Sally; Andrew W regarding the insurance notification; the directors and the further information required to get filed. Discuss offences; 436D notification and other relevant matters.
Ginette Muller	Senior Managing Director	24/06/2013	575	1.2	690	Trade-On	General Emails and overview pertaining to the numerous emails received. Send out updates to the team during the course of the day.
Kelly-Anne Trenfield	Senior Managing Director	24/06/2013	575	0.2	115	Administration	Emails re cost recovery meeting Email from/to Fran Mulder re timing of creditors meetings
Sally McBryde	Managing Director	24/06/2013	550	2	1100	Administration	Telecon with Mark Waller & Chris Erlut of Clayton Utz & GDM re insurance issues & preparation for meeting
Damian Bender	Managing Director	24/06/2013	550	0.3	165	Administration	Review Minters Correspondence re breach of trust and distribution of monies / discussions Russell and company
Sally McBryde	Managing Director	24/06/2013	550	0.1	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Blue Broking re PI
Sally McBryde	Managing Director	24/06/2013	550	0.2	110	Trade-On	Discussions with Blue Broking re corporate travel insurance, business insurance and payment of PI insurance & obtaining information re same
Glenn O'Kearney	Director 2	24/06/2013	545	0.5	272.5	Trade-On	Discussions with RIZ regarding NTA, FUM, strategy issues.
Glenn O'Kearney	Director 2	24/06/2013	545	0.5	272.5	Trade-On	Review cash flow updates, SOP updates from Eloa - amendments to cash flow and SOP. copy to Kelly. approve payments and query PAYG etc.
Matthew Glennon	Director 1	24/06/2013	485	0.6	291	Administration	Preparing a file-note with respect to the Thailand wind down liabilities and the proposed payment to the Thailand Director
Matthew Glennon	Director 1	24/06/2013	485	0.6	291	Administration	Preparing a file-note with respect to the UAE wind down liabilities and the payment to the UAE Director
Matthew Glennon	Director 1	24/06/2013	485	0.2	97	Administration	Email to GOK with the file-notes on the payments to the UAE and the Thailand Directors. Printed both to PDF and updated the file.
Ryan Zorgrager	Director 1	24/06/2013	485	1.2	582	Administration	Preparation for and attendance of meeting with GOK and KAT for fee and solicitor fee realisations process
Ryan Zorgrager	Director 1	24/06/2013	485	0.9	436.5	Administration	Teleconference with Norton Rose to discuss licensing requirements, relief sought from ASIC and future course of action.
Renee Lobb	Manager 2	24/06/2013	395	0.3	118.5	Administration	Following up law firms for legal cost estimates. Save to file and update spread sheet with costings.
Renee Lobb	Manager 2	24/06/2013	395	0.2	79	Administration	Email finance, James Taplin and Start comm's Finance seeking work in progress data for second report.
Renee Lobb	Manager 2	24/06/2013	395	0.2	79	Administration	Review and file legal correspondence regarding requested investigations.
Renee Lobb	Manager 2	24/06/2013	395	1.6	632	Administration	With Ginette Muller regarding affidavit fee information required. Work on same and request data from SC.
Renee Lobb	Manager 2	24/06/2013	395	1.1	434.5	Trade-On	Responding to investor and adviser queries. Take investor calls seeking update on distribution.
Renee Lobb	Manager 2	24/06/2013	395	0.6	237	Trade-On	Speaking with SC and CMA regarding time sheet reporting. Send email to all staff asking to ensure time entries complete by tomorrow to enable reporting.
Eloa Zuardi	Senior Accountant 2	24/06/2013	325	1.5	487.5	Trade-On	Update cash flow and security position
Eloa Zuardi	Senior Accountant 2	24/06/2013	325	0.3	97.5	Trade-On	Follow up monthly instalment for PI Insurance
Benjamin Robson	Accountant	24/06/2013	235	0.1	23.5	Trade-On	Request account closures
Benjamin Robson	Accountant	24/06/2013	235	0.1	23.5	Trade-On	Print and review payment confirmations from Iere Calling

Benjamin Robson	Accountant	24/06/2013	0.2	235	47 Trade-On	Update Consultants Fees register with payment confirmations of King & Wood Mallesons Invoices
Joan Springate	Administration	24/06/2013	0.3	130	39 Administration	Setting up Online payment & posting payment
Joan Springate	Administration	24/06/2013	0.3	130	39 Administration	Setting up Online payment & posting payment
Joan Springate	Administration	24/06/2013	0.1	130	13 Administration	Bank Rec
Ghazette Muller	Senior Managing Director	25/06/2013	1.5	575	662.5 Administration	Review of emails and arrange for chronologies and missing information for reporting of insurance matter; update on all issues to keep overall control and knowledges of how matters interrelate regarding same; Direction of staff with tasks, filing etc. Return telephone calls.
Kelly-Anne Trenfield	Senior Managing Director	25/06/2013	0.2	575	11.5 Administration	GDM re fees/meeting Mail/emails in
Kelly-Anne Trenfield	Senior Managing Director	25/06/2013	0.1	575	57.5 Administration	Review and approve payment
Damian Bender	Managing Director	25/06/2013	0.8	550	440 Administration	ASIC litigation review Norton Rose answers to R2 queries re failure to lodge accounts and ASIC grounds for re-appointment
Andrew Weatherley	Director 2	25/06/2013	0.2	545	109 Creditors	KAT/GDM emails re MIP/AF investor claims- possible creditors, email MHA Locate and send background info/docs to MHA
Glenn O'Keamey	Director 2	25/06/2013	0.1	545	54.5 Trade-On	Amendments to cash flow to reflect new funding arrangements. note to Elob regarding myob amendments meeting
Justin Clerk	Managing Director	25/06/2013	1.5	500	750 Administration	Media Engagement
Christine Alterator	Director 1	25/06/2013	0.4	485	194 Administration	emails in from KM / Phone Call from Fran / Phone Call from Brendan at KM
Christine Alterator	Director 1	25/06/2013	3.1	485	1503.5 Administration	print and review ASIC requested docs (part 4 - conflicts)
Christine Alterator	Director 1	25/06/2013	0.7	485	339.5 Administration	prepare docs for ASIC notice (part 2); Phone Call with IT Sydney
Christine Alterator	Director 1	25/06/2013	0.5	485	242.5 Administration	discuss board meeting docs with KAT and draft response to Brendan at KM
Christine Alterator	Director 1	25/06/2013	1.8	485	873 Administration	print board meeting documents for ASIC
Matthew Glennon	Director 1	25/06/2013	0.5	485	242.5 Administration	Prepared a draft release letter to the Thailand Director.
Matthew Glennon	Director 1	25/06/2013	0.2	485	97 Administration	Email to GDM summarising the position with respect to the Thailand wind down and provided the draft release letter for review.
Matthew Glennon	Director 1	25/06/2013	0.1	485	48.5 Administration	Email to Thailand Director seeking details for payment
Matthew Glennon	Director 1	25/06/2013	0.2	485	97 Administration	Final review of letter to Thailand Director. Finalised and email to the Director.
Matthew Glennon	Director 1	25/06/2013	0.3	485	145.5 Administration	Email from Thailand Director in respect to the payment to his account. Considered the position and email to GDM seeking clarification. Further email to Thailand Director confirming the position and seeking confirmation on execution of the release.
Matthew Glennon	Director 1	25/06/2013	0.1	485	48.5 Administration	Email from GOK in relation to the LMM NZ GST refund, considered the position.
Ryan Zogdrager	Director 1	25/06/2013	0.7	485	339.5 Administration	Meeting with Simon Tickner RE staff resources allocation and gaps identified
Andrew Stokes	Director	25/06/2013	1	400	400 Administration	Media Engagement
Eloa Zuardi	Senior Accountant 2	25/06/2013	0.5	325	162.5 Trade-On	Amendments on cash flow
Benjamin Robson	Accountant	25/06/2013	0.3	235	70.5 Trade-On	Correspondence with Russells regarding allocation of invoice B14961 to funds.
Benjamin Robson	Accountant	25/06/2013	0.5	235	117.5 Trade-On	Consultants fees register update, email to Simon Tickner advising outstanding invoices. Review of scheduled payments and confirm with Simon Tickner monthly balance for his dealings with Deutsche Bank
Benjamin Robson	Accountant	25/06/2013	0.2	235	47 Trade-On	Various vouchers reviewed and sent for approval/to filing
Benjamin Robson	Accountant	25/06/2013	0.2	235	47 Trade-On	Correspondence with Simon Tickner and Irene Caring regarding outstanding invoices to King & Wood Mallesons, forward to Irene copies of invoices for payment

Ginette Muller	Senior Managing Director	26/06/2013	1.5	575	862.5	Administration	Review of emails and arrange for chronologies and missing information for reporting of insurance matter; update on all issues to keep overall control and knowledge of how matters interrelate regarding same; Direction of staff with tasks, filing etc, Return telephone calls.
Sally McByde	Managing Director	26/06/2013	0.1	550	55	Administration	Email from Clayton Utz re updates on Austcorp/Belpac matter
Glenn O'Kearney	Director 2	26/06/2013	0.3	545	189.5	Administration	Review and amend cost recovery matrix - note to Kelly re fund allocations
Glenn O'Kearney	Director 2	26/06/2013	0.1	545	54.5	Trade-On	Review cash flow and discuss amendments for MYOB required with Elob
Glenn O'Kearney	Director 2	26/06/2013	0.1	545	54.5	Trade-On	Discuss licence issues REZ, liaise with Carolyn Hodge
Christine Alterator	Director 1	26/06/2013	4.3	485	2085.5	Administration	Print board meeting documents for ASIC
Christine Alterator	Director 1	26/06/2013	4.3	485	2085.5	Administration	Print board meeting documents for ASIC
Matthew Glennon	Director 1	26/06/2013	0.1	485	48.5	Administration	Email from EZ and provided an update on the timing of information on the Thailand liability issue.
Matthew Glennon	Director 1	26/06/2013	0.2	485	97	Administration	Call to Thailand Director to discuss the documents in his possession with respect to Bangkok office liabilities
Matthew Glennon	Director 1	26/06/2013	0.2	485	97	Administration	Call to Thailand Director to discuss the information required for the Thailand office liabilities.
Andrew Stokes	Director	26/06/2013	1	400	400	Administration	Media Engagement
Renee Lobb	Manager 2	26/06/2013	0.5	395	197.5	Trade-On	Responding to investor and adviser queries.
Elob Zuardi	Senior Accountant 2	26/06/2013	1	325	325	Administration	Various emails in from Zoran re fund related expenses and payment requested this week. Review payments and update summary of fund related expenses
Benjamin Robson	Accountant	26/06/2013	0.3	235	70.5	Trade-On	Receipt \$50 into 3 accounts to cover future fees
Brittany Newman	Administration	26/06/2013	0.6	130	78	Trade-On	Obtain bank vouchers from filing for various entries in MYOB for EBZ
Joan Springate	Administration	26/06/2013	0.1	130	13	Administration	Receipt voucher & posting receipt
Marushka Flynn	Administrative	26/06/2013	6.5	130	845	Administration	Printing & collating documents for ASIC Notice
Glenn O'Kearney	Director 2	27/06/2013	0.1	545	54.5	Trade-On	Review asic/licence correspondence Carolyn.
Christine Alterator	Director 1	27/06/2013	4.2	485	2037	Administration	Print board minutes for ASIC
Christine Alterator	Director 1	27/06/2013	1	485	485	Administration	Print board minute documents for ASIC
Matthew Glennon	Director 1	27/06/2013	1.6	485	776	Administration	Emails from Thailand Director and calls to obtain information relating to liabilities. Collating all information and cross referencing against spread-sheet prepared by Thal Director. Reconciliation of liabilities supporting and information not provided. Prepared a spread-sheet to summarise the documents provided by Thailand Director.
Matthew Glennon	Director 1	27/06/2013	0.2	485	97	Administration	Emails to Thailand Director in relation to the release and the account details for payments.
Matthew Glennon	Director 1	27/06/2013	0.2	485	97	Administration	Collating all documentation and details to effect payment to Thailand Director. Email to EZ with instructions for the payment.
Matthew Glennon	Director 1	27/06/2013	0.2	485	97	Administration	Email from EZ with MYOB payment to Thailand Director, reviewed a checked all details, email to EZ requesting clarification on account balance. Reviewed MYOB for transaction. Discussed the payment with JS.
Matthew Glennon	Director 1	27/06/2013	0.2	485	97	Administration	Reviewing returned mail and investor letters. Fwd to LM Investment Management Ltd staff to respond and advise to delete incorrect addresses off the system.
Renee Lobb	Manager 2	27/06/2013	0.5	395	197.5	Administration	Responding to investor and adviser queries. Sending fee information and John Park affidavit to Ginette Muller, Kelly-Anne Trenfield and ABW. Confirm publicly available distribution information with AGT and Kelly-Anne Trenfield also.
Renee Lobb	Manager 2	27/06/2013	0.7	395	276.5	Trade-On	
Renee Lobb	Manager 2	27/06/2013	0.4	395	158	Trade-On	Responding to investor and adviser queries.

Name	Senior Accountant 2	27/06/2013	1	325	325	325	325	325	Outstanding invoices for regulatory services provided in Singapore, Request further info from Carolyn, Review and advise RFZ
Benjamin Robson	Accountant	27/06/2013	0.2	235	235	47	Trade-On	47	Letter from Clayton Utz regarding splitting of invoices
John Park	Senior Managing Director	28/06/2013	0.3	575	575	172.5	Administration	172.5	Emails in Russell's
Sally McByde	Managing Director	28/06/2013	0.5	550	550	27.5	Trade-On	27.5	Email from Blue Broking enclosing insurance details, reviewing details & insurance policies and invoices
Glenn O'Kearney	Director 2	28/06/2013	0.2	545	545	109	Administration	109	Discussions with Renee Lobb regarding invoicing funds/hrly rates/wip etc. note to Renee regarding ppps
Christine Alterator	Director 1	28/06/2013	1.2	485	485	582	Administration	582	Print documents as requested by Peter Schmidt and discuss provision of documents to ASIC
Christine Alterator	Director 1	28/06/2013	2.1	485	485	1018.5	Administration	1018.5	Finalise documents to be sent to ASIC / review emails in
Christine Alterator	Director 1	28/06/2013	0.3	485	485	145.5	Administration	145.5	Instructions to CD regarding documents to be sent to ASIC
Matthew Glennon	Director 1	28/06/2013	0.3	485	485	145.5	Administration	145.5	Discussed the timing of the payment to Thailand Director with JS. Call to the Thailand Director to provide an update on matters.
Matthew Glennon	Director 1	28/06/2013	0.2	485	485	97	Administration	97	Email from GDM in relation to the overseas entity names. Reviewed all company searches and incorporation documents to confirm names and update in Clayton Utz correspondence.
Ryan Zorgrager	Director 1	28/06/2013	1.2	485	485	582	Administration	582	Review licensing requirements and mapping of skill levels for Norton Rose. Telephone calls with Caroline Hodge and John Corbett to map MIS and licensing skill sets to licensing requirements
Renee Lobb	Manager 2	28/06/2013	0.2	395	395	79	Administration	79	Review of media coverage. Save to file and send to Russell's and Holman Webb.
Renee Lobb	Manager 2	28/06/2013	0.2	395	395	79	Administration	79	Further emails with Ginette Muller and Kelly-Anne Trenfield regarding insurance.
Renee Lobb	Manager 2	28/06/2013	0.4	395	395	158	Administration	158	Responding to investor and adviser queries.
Renee Lobb	Manager 2	28/06/2013	1	395	395	395	Trade-On	395	Responding to investor and adviser queries. Review correspondence and compile docs for lawyers to assist in insurance litis.
Benjamin Robson	Accountant	28/06/2013	0.4	235	235	94	Trade-On	94	Prepare invoices from Consultants fee register to be paid out of corporate account, review register and discuss with GOK
Benjamin Robson	Accountant	28/06/2013	0.2	235	235	47	Trade-On	47	Correspondence with Simon Tiekner and Irene Calling regarding Norton Rose invoices
Brittany Newman	Administration	28/06/2013	0.1	130	130	13	Trade-On	13	Mall in from Teistra - Phone Bill P 188 121 110-4
Brittany Newman	Administration	28/06/2013	0.1	130	130	13	Administration	13	Courier in from Fiona, LMIM for RFZ
Carly Drew	Administration	28/06/2013	2.5	130	130	325	Administration	325	Drafted correspondence to ASIC; Collated docs with CMA; Boxed folders of docs; walked docs to ASIC with Fox
Jeremy Fox	Administrative Assistant	28/06/2013	0.7	130	130	81	Administration	81	Dropping Documents off to ASIC
Joan Springate	Administration	28/06/2013	0.2	130	130	26	Administration	26	Receipt Voucher & posting receipt

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LM Administration Pty Ltd (Administrators Appointed): Calculation of Remuneration 19 March 2013 to 30 June 2013 billed to LM Investment Management Ltd by LMA as service entity

Name	Position	Date	Hours	Charge Out Rate	Charge	Task Desc	Narrative
Damian Bender	Senior Managing Director	19/03/2013	0.7	550	385.00	Employees	Employees meeting of employees address employees answer employee queries.
Damian Bender	Senior Managing Director	19/03/2013	1	550	550.00	Trade-On	Travelling Time travel to gold coast
Andrew Weatherley	Director 2	20/03/2013	0.4	545	218.00	Employees	Check final NTC to emp Sam/RZ re employee info, cred info, DB info for report Discuss with OSS Amend employee notices, check ASIC attachments
Andrew Weatherley	Director 2	20/03/2013	0.1	545	54.50	Employees	Amend draft NTC to employees
Andrew Weatherley	Director 2	20/03/2013	0.1	545	54.50	Trade-On	Check premises, leases, and amend draft letters to Lessors (x2), email EZ re schedule of premises leases
Andrew Weatherley	Director 2	20/03/2013	0.1	545	54.50	Trade-On	EBZ email re ph. lines, consider and resp
Andrew Weatherley	Director 2	20/03/2013	0.1	545	54.50	Trade-On	EZ email re subletting agreement, check and amend draft letter
Benjamin Robson	Accountant	20/03/2013	0.3	235	70.50	Administration	Administration - Amend Fund Structure Doc
Benjamin Robson	Accountant	20/03/2013	0.5	235	117.50	Trade-On	Administration - List Macquarie Telecom lines and charges in spreadsheet
Benjamin Robson	Accountant	20/03/2013	1.5	235	352.50	Creditors	Administration - Creditors address search and spreadsheet insertion for KMAD
Brittany Newman	Administration	20/03/2013	0.5	130	65.00	Administration	Update Macquarie Telecom Charges spreadsheet
Carly Drew	Administration	20/03/2013	1.2	130	156.00	Employees	pdfs emailed, Employee circular 8973r1 printed and labelled and mostly enveloped, PPSR emails sent out and posted.
Damian Bender	Senior Managing Director	20/03/2013	1	550	550.00	Trade-On	Travelling Time GC and back
Eloa Zuardi	Senior Accountant 2	20/03/2013	0.2	325	65.00	Administration	Bank voucher re Macquarie Telecom
Eloa Zuardi	Senior Accountant 2	20/03/2013	0.5	325	162.50	Trade-On	Review summary of leased assets
Eloa Zuardi	Senior Accountant 2	20/03/2013	0.5	325	162.50	Administration	Emails in re phone lines. Phone call out to Allan re open new account
Eloa Zuardi	Senior Accountant 2	20/03/2013	0.5	325	162.50	Employees	Circular to employees
Glenn O'Kearney	Director 2	20/03/2013	6	545	3270.00	Trade-On	Attendance onsite - meeting with Financial controller and other staff regarding information required. Source employee info, leases, payables, financials etc. liaise with staff at GC office re information for creditors etc. work through issues for listing creditors - review of documents relating to fund creditors and advisors. Discussions with Phillip Pan regarding management fees and info required. Review daily legal issues update. Review information re man fees - provide initial info to Mallesons. Review of operation issues to deal with - phoney/leases etc. teleconferences and updated with FTI team members. Prepare update to Maddison note for JP for discussions with Suncorp. Source info re accounts/solicitors involved etc. meeting with FC - understanding finance function at corporate level, daily reporting etc. employees discussions. Prelim meeting with employees - development management team re fund assets/creditors etc. liaise with directors regarding advisor info required. Team meetings. Review daily email correspondence/updates.
Kelly-Anne Tranfield	Senior Managing Director	20/03/2013	1.1	575	632.50	Trade-On	Administration - travel to/from LM head office
Sally McByrde	Managing Director	20/03/2013	3	550	1650.00	Trade-On	Attending premises, discussions with staff, obtaining information, media issues
Sally McByrde	Managing Director	20/03/2013	4	550	2200.00	Employees	Determining employees roles, any redundancies, entitlements, meeting with senior staff
Benjamin Robson	Accountant	21/03/2013	0.3	235	70.50	Trade-On	Administration - personal emails from GOK, SAM, RFZ, EBZ re instructions on administration
Benjamin Robson	Accountant	21/03/2013	1.5	235	352.50	Trade-On	Administration - Listing of Leases held by LMA
Christine Altator	Director 1	21/03/2013	0.7	485	339.50	Employees	Employees amend ABA and PCs in/out with JS re payment
Eloa Zuardi	Senior Accountant 2	21/03/2013	1	325	325.00	Trade-On	Review various lease information. Draft letters to landlord
Eloa Zuardi	Senior Accountant 2	21/03/2013	2	325	650.00	Trade-On	Liaise with Telstra and Macquarie telecom re phone lines. Arrange payment invoices. Email to Alan re various phone lines. Discussion with IT re phone lines required. Cancel phone lines not required with Telstra.

Glenn O'Keamey	Director 2	21/03/2013	1.5	545	817.50	Trade-On	Further discussions with IM staff re information required. Further investigation re prepaid man fees. Note to Mallesons re financial reporting and investigations into matter. Note to FTI staff with updates on legal issues dealt with. Liaising with staff in Bris and GC re information sourced/leases/banking etc. review of daily emails/updates etc. team teleconference. Review of insurance issues. Discussions and note to staff re sop and cashflows etc. investigations into cash flows/assets held in bank accounts etc. Intercompany loans etc. for prod purposes etc. split with LMM corporate
Joan Springate	Administration	21/03/2013	0.5	130	65.00	Trade-On	Payment voucher & online payment
Joan Springate	Administration	21/03/2013	0.8	130	104.00	Trade-On	Trying to up load ABA file & 2 other payments. ABA file was incorrect so had to repair ABA File than do another payment. That one was invalid so had to repeat process
Kelly-Anne Trenfield	Senior Managing Director	21/03/2013	3.4	575	1955.00	Trade-On	Administration - travel to and attendance onsite; meeting with peter drake; team structure; review aspic information; meeting with peter drake re staffing/leases
Lisa Chery	Director 1	21/03/2013	0.5	485	242.50	Trade-On	Calls/emails with CBA re: opening a/c and a/c details.
Lisa Chery	Director 1	21/03/2013	0.4	485	194.00	Trade-On	Discuss opening of Commbiz a/c with ABW/JS. Instructions to MF. Review of finalized letters. Email to CBA.
Lisa Ringuet	Accountant	21/03/2013	0.3	235	70.50	Administration	Data check of employee contact details
Sally McBryde	Managing Director	21/03/2013	5.5	550	3025.00	Trade-On	Attend premises, dealing with staff, information requests, team meetings re strategy, website issues, dealing with payroll
Andrew Weatherley	Director 2	22/03/2013	0.2	545	109.00	Trade-On	EBZ re international/NSW lease update Review schedule of premises leased, email EBZ re to do TLS email re acts MHA re cred list, maintenance procedure/memo
Andrew Weatherley	Director 2	22/03/2013	0.2	545	109.00	Trade-On	Review leases and draft letters from EBZ, resp, fwd letter to CD to final
Andrew Weatherley	Director 2	22/03/2013	0.7	545	381.50	Trade-On	GOK email/call re insurance issues, discuss with LMC Check amended lease schedule MF re telephone conference info Check workover letter Emails re SunCorp Term Deposit etc.
Benjamin Robson	Accountant	22/03/2013	0.2	235	47.00	Trade-On	Administration - compare Telstra phone numbers to Macquarie telecom charges
Benjamin Robson	Accountant	22/03/2013	0.2	235	47.00	Trade-On	Administration - seen through leases to server
Benjamin Robson	Accountant	22/03/2013	0.5	235	117.50	Trade-On	Administration - various email correspondence from employees at LM and FTI regarding cash flow, creditors, employees administration work, phone line connections and leases
Benjamin Robson	Accountant	22/03/2013	0.5	235	117.50	Trade-On	Administration - meeting on Cash flow, statement of position and general progress of job
Benjamin Robson	Accountant	22/03/2013	0.2	235	47.00	Trade-On	Administration - arrange for bank account to be opened in MYOB
Benjamin Robson	Accountant	22/03/2013	1	235	235.00	Trade-On	Administration - Finalize Lease schedule send to all
Damian Bender	Senior Managing Director	22/03/2013	1	550	550.00	Trade-On	Travelling Time travel to GC and return
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.1	325	32.50	Trade-On	Workover letter
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.3	325	97.50	Trade-On	lease schedule
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.4	325	130.00	Administration	Various emails in re phone lines to be cancelled and ongoing
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.1	325	32.50	Trade-On	Draft control memos/PO register Template/Authorized signatories for suppliers access.
Eloa Zuardi	Senior Accountant 2	22/03/2013	1	325	325.00	Trade-On	Review various lease information's. Draft letters to landlord
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.5	325	162.50	Administration	Prepare statement of position
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.2	325	65.00	Trade-On	Review list of direct debts
Eloa Zuardi	Senior Accountant 2	22/03/2013	0.5	325	162.50	Administration	Cash flow
Ginette Muller	Senior Managing Director	22/03/2013	2	575	1150.00	Trade-On	Teleconference at 5pm to overseas staff. Call back Hong Kong following their request to drill deeper. Call to London and Hong Kong FTI to get staff to update them on the situation. Email Kevin Hewitt and email to John Batchelor.
Ginette Muller	Senior Managing Director	22/03/2013	2.5	575	1437.50	Trade-On	7:30am drive to the Gold Coast and meeting with staff at 9:00am. Question and answers.

Glenn O'Kearney	Director 2	22/03/2013	2	545	1090.00	Trade-On	raft and final letter to Suncorp re transfer required draka account. Review various banking information and send notes to FTI staff clarifying banking issues. Liaise with Suncorp business banker re status of accounts. Arrange for term deposit account to be cancelled. Discussions with andrea hylop re insurance issues. Send initial information to Andrea re insurance. Liaise with Brisbane re continuing insurance matters. Discussions with go staff re dealing with creditor/advisors/investors. Discussions with re cash flows required/accounts required/ blacken sheet reviews/trading issues - leases, Assets etc. Liaise with Im staff re sourcing additional bank info, lease info, direct debits - deal with general trading issues. Review daily email updates on file/updates from team. Notes to bris re additional accounts required. Call solicitor - Luke discussions re prepaid fees, cash flow, account set up etc. notes to Kelly re status of sop/cash flows. split with LMIM corp
Joan Springate	Administration	22/03/2013	0.2	130	26.00	Trade-On	Payment voucher & online payment
Joan Springate	Administration	22/03/2013	0.1	130	13.00	Trade-On	Setting up new account
Lisa Cherry	Director 1	22/03/2013	0.4	485	194.00	Trade-On	F/Up CBA re bank s/c details. Discussions with JS and ABW.
Lisa Cherry	Director 1	22/03/2013	0.5	485	242.50	Trade-On	Start completing PI insurance form.
Sally McByrde	Managing Director	22/03/2013	2	550	1100.00	Trade-On	Attend premises, deal with issues, team update, emails re IT system & Ben Pascoe attendance & background for his review, queries from employees
Sally McByrde	Managing Director	22/03/2013	2	550	1100.00	Employees	Staff meeting, dealing with employee issues, overseas employee issues
Sally McByrde	Managing Director	23/03/2013	0.2	550	110.00	Trade-On	Various emails, overseas entity file note, stracomini queries
Andrew Weatherley	Director 2	25/03/2013	0.2	545	109.00	Trade-On	Check and sign letter to ATO Check and sign letter to Lessor- Syd office KAT re role allocation SAM re emp details
Benjamin Robson	Accountant	25/03/2013	0.2	235	47.00	Trade-On	Administration - email to Maribel re chandler communications
Benjamin Robson	Accountant	25/03/2013	0.3	235	70.50	Trade-On	Administration - credit application for new account with Chandler, communication
Brittany Newman	Administration	25/03/2013	0.2	130	26.00	Trade-On	Check LMA Direct Debits list and highlight suppliers not listed in KMAD.
Damian Bender	Senior Managing Director	25/03/2013	1	550	550.00	Trade-On	Travelling Time travel to and from GC
Eloa Zuardi	Senior Accountant 2	25/03/2013	1	325	325.00	Administration	Cash flow
Eloa Zuardi	Senior Accountant 2	25/03/2013	1	325	325.00	Trade-On	Statement of Position
Eloa Zuardi	Senior Accountant 2	25/03/2013	0.5	325	162.50	Trade-On	Review direct debt for LMA. Request contact emails from Maribel. Draft letter to suppliers not listed on Mad.
Eloa Zuardi	Senior Accountant 2	25/03/2013	0.1	325	32.50	Trade-On	Follow up contact details for Sydney landlord
Eloa Zuardi	Senior Accountant 2	25/03/2013	0.6	325	195.00	Trade-On	Statement of Position as at 19/03
Glenn O'Kearney	Director 2	25/03/2013	0.8	545	436.00	Trade-On	meeting with Suncorp bus banker re accounts/issues with freezing etc, prepare letters to Suncorp re accounts - calls from Suncorp clarifying issues with accounts. Liaise with FTI team re accounts. Review HSBC accounts - discussions with Eryn re these accounts.
Glenn O'Kearney	Director 2	25/03/2013	3	545	1635.00	Trade-On	meetings with Controller re controls, accounting, processes in place for fee transfers/weights etc. finalist po register and issues to Im staff with instructions. Discussions with Eloa re trade ons, discussions re leases/equipment/etc.
Glenn O'Kearney	Director 2	25/03/2013	1	545	545.00	Trade-On	Further trade on issues. Review of lease info - notes and updates to team re accounts/employees/cash flows etc.
Joan Springate	Administration	25/03/2013	0.2	130	26.00	Trade-On	account opening letter to bank
Kelly-Anne Trenfield	Senior Managing Director	25/03/2013	1.1	575	632.50	Trade-On	Administration - mail in; go update re admin; general appointment details; dub update; media queries; review media script with SC; update role structure
Sally McByrde	Managing Director	25/03/2013	0.5	550	275.00	Trade-On	Meeting with company's brokers, AIBG, discuss PI insurance, review information required for PI and other insurance
Sally McByrde	Managing Director	25/03/2013	3	550	1650.00	Employees	Meetings with staff, discuss roles, consider requirements and determine staff for redundancy

Sally McBryde	Managing Director	25/03/2013	0.2	550	110.00	Employees	Discussion with Ben Pasco re IT department staffing
Sally McBryde	Managing Director	25/03/2013	1	550	550.00	Employees	Responding to employee queries re roles & status of position, meetings with employees
Sally McBryde	Managing Director	25/03/2013	0.5	550	275.00	Employees	Meeting with Maribel Bell to discuss requirements while on leave and back up staffing
Sally McBryde	Managing Director	25/03/2013	3.2	550	1760.00	Trade-On	Attend premises, meetings with staff, locate information, updates on funds and strategy, insurance information, providing info for cash flow/SOP, dealing with suppliers, creditors, Drake frozen accounts
Benjamin Robson	Accountant	26/03/2013	0.1	235	23.50	Trade-On	Administration - neutral emails from LM managers
Benjamin Robson	Accountant	26/03/2013	0.3	235	70.50	Trade-On	Administration - update lease schedule, email to Maribel requesting further info on leases
Benjamin Robson	Accountant	26/03/2013	0.1	235	23.50	Trade-On	Administration - perusal email Maribel re chandler communications
Benjamin Robson	Accountant	26/03/2013	0.1	235	23.50	Trade-On	Administration - email Michelle Ballard re chandler communications
Benjamin Robson	Accountant	26/03/2013	0.1	235	23.50	Trade-On	Administration - email to SAM re chandler
Benjamin Robson	Accountant	26/03/2013	0.1	235	23.50	Trade-On	Administration - MYOB account set up
Benjamin Robson	Accountant	26/03/2013	0.4	235	94.00	Trade-On	Administration - Chandler Communication work
Brittany Newman	Administration	26/03/2013	0.5	130	65.00	Administration	Update employee entitlements spread sheet with annual leave and long service leave totals.
Christine Alterator	Director 1	26/03/2013	0.2	485	97.00	Trade-On	Administration PC from JS re MYOB accounts; review email inf and fwd to GOK
Damian Bender	Senior Managing Director	26/03/2013	1	550	550.00	Trade-On	Travelling/Time travel from gold coast
Eloa Zuardi	Senior Accountant 2	26/03/2013	1	325	325.00	Administration	Liaise with various suppliers to open new a/c's
Eloa Zuardi	Senior Accountant 2	26/03/2013	0.5	325	162.50	Administration	Phone call and email out to Telstra. Email to Chris from IT re phone lines needed
Eloa Zuardi	Senior Accountant 2	26/03/2013	0.5	325	162.50	Administration	Phone call and email out to Iseak. Email to Chris from IT re internet connections needed
Eloa Zuardi	Senior Accountant 2	26/03/2013	0.5	325	162.50	Trade-On	Review direct debit schedule. Draft tr to Oxy's not included on kniad.
Eloa Zuardi	Senior Accountant 2	26/03/2013	0.3	325	97.50	Administration	Phone call out to various suppliers re cutting services/open new a/c's
Glenn O'Kearney	Director 2	26/03/2013	1.5	545	817.50	Trade-On	review and drafting of SOP - discussions with team/staff and review source documents etc. send to Kelly for review.
Glenn O'Kearney	Director 2	26/03/2013	1.5	545	817.50	Trade-On	consider various trading issues/set of account/review and sign various letter re leased assets etc. liaise with team re accounts/issues. Review various updates re employee trading issues etc.
Kelly-Anne Trenfield	Senior Managing Director	26/03/2013	1.2	575	690.00	Trade-On	Administration - travel to and attend site; resolve operational issues; provide guidance to admin team; planning and review of job status
Kelly-Anne Trenfield	Senior Managing Director	26/03/2013	0.2	575	115.00	Trade-On	Trade-On - SMA re staffing
Lisa Cherry	Director 1	26/03/2013	0.1	485	48.50	Trade-On	Call with SAM re insurance update. Discuss with ABW.
Sally McBryde	Managing Director	26/03/2013	0.5	550	275.00	Trade-On	Reviewing insurance information requirements, arrange meeting with Blue Broking with relevant LM employees, review project management contracts
Sally McBryde	Managing Director	26/03/2013	1.1	550	6050.00	Employees	Review employees to be made redundant, review costs, prepare recommendation.
Sally McBryde	Managing Director	26/03/2013	1.5	550	825.00	Trade-On	Attend premises, discussions with staff members, obtain information, update on admin position, dealing with critical issues, strategy
Benjamin Robson	Accountant	27/03/2013	0.3	235	70.50	Trade-On	Administration - phone and email correspondence with TNT re new accounts
Benjamin Robson	Accountant	27/03/2013	0.6	235	141.00	Administration	Administration - MYOB voucher and transfer of funds work
Benjamin Robson	Accountant	27/03/2013	0.4	235	94.00	Assets	Administration - review of esanda lease and Macquarie lease, update spreadsheet and research for disclaimer procedure for Motor vehicles
Christine Alterator	Director 1	27/03/2013	1.1	485	533.50	Employees	Employees amend ABA file; PC from JS re error with ABA file; amend and resend ABA file; confirm payment with JS and to SAM
Damian Bender	Senior Managing Director	27/03/2013	1	550	550.00	Trade-On	Travelling/Time travel to GC/discussions with partners re admin issues
Eloa Zuardi	Senior Accountant 2	27/03/2013	1	325	325.00	Administration	Emails in and phone calls re PO's and internal procedures going forward. Discussions with Maribel.
Eloa Zuardi	Senior Accountant 2	27/03/2013	0.2	325	65.00	Trade-On	Phone call out to Amex re cards frozen
Eloa Zuardi	Senior Accountant 2	27/03/2013	1	325	325.00	Trade-On	Phone call in/ out to various suppliers re cutting services/open new a/c's

Eloa Zuardi	Senior Accountant 2	27/03/2013	2		325	650.00	Employees	Various emails in from employees with POD's/ Proxies. Liaise and answer questions from employees re meeting next week.
Eloa Zuardi	Senior Accountant 2	27/03/2013	0.5		325	162.50	Employees	Wages payments
Ginette Muller	Senior Managing Director	27/03/2013	0.5		575	287.50	Trade-On	Media and other significant matters pertaining to LMA including employee related issues, emails etc. from SAM and BJN. 9:30am - 10:00am
Glenn O'Kearney	Director 2	27/03/2013	1.5		545	817.50	Trade-On	dealing with trading issues/services to be setup/vehicles used etc./review for account re funds for use in wages - update to Sally and Kelly. Discussions with Eym re purchase orders - discussion with Elba re orders etc. discuss strategy of lma accounts/suppliers with Kelly.
Joan Springate	Administration	27/03/2013	0.2		130	26.00	Trade-On	Payment voucher & online payment
Joan Springate	Administration	27/03/2013	0.2		130	26.00	Trade-On	Trade-On
Joan Springate	Administration	27/03/2013	1.5		130	195.00	Trade-On	Adding accounts to MYOB & Kmad
Kelly-Anne Trenfield	Senior Managing Director	27/03/2013	0.6		575	345.00	Trade-On	Administration - travel to/from co offices; attendance onsite to deal with upcoming issues and meet with staff; media queries; incoming mail
Kelly-Anne Trenfield	Senior Managing Director	27/03/2013	0.4		575	230.00	Trade-On	Trade-On - email to Justin Clark re staffing; discuss staffing level/redundancies with SAM; review sop
Matthew Glennon	Director 1	27/03/2013	0.4		485	194.00	Employees	Employees: Reviewed all emails forwarded by JEJ in relation to the wind down of overseas offices, Hong Kong, South Africa, Bangkok, UAE, London and Canada. Reviewed emails from employees with queries as to the wind down. Prepared for meeting with BJN on all matters surrounding the wind down.
Sally McBryde	Managing Director	27/03/2013	0.1		550	55.00	Employees	Approve payment voucher for repayment of loan from FTI for payment of wages
Sally McBryde	Managing Director	27/03/2013	0.5		550	275.00	Trade-On	Telephone call with Blue Broking, Carolyn Hedge & Amy Dike of LM re Insurance issues, review required information and request information from team members/FTI staff
Sally McBryde	Managing Director	27/03/2013	0.2		550	110.00	Employees	Review email fro Simon Tickner re directors bonuses, review calculation of bonuses from LM, respond to Simon Tickner re same
Sally McBryde	Managing Director	27/03/2013	0.2		550	110.00	Employees	Consider de activation of email addresses for terminated employees issues & discuss with Ben Pasco
Sally McBryde	Managing Director	27/03/2013	0.5		550	275.00	Employees	Email from FTI re staffing, consider & update employee list/redundancies
Sally McBryde	Managing Director	27/03/2013	2		550	1100.00	Employees	Review staffing & ongoing requirements
Sally McBryde	Managing Director	27/03/2013	2		550	1100.00	Employees	Review wages, questions to Maribel re wages, discussions re ex CFO Dan wage payment, approval as per DJB, approve weekly wage payment, instructions to staff to make payment
Sally McBryde	Managing Director	27/03/2013	4.7		550	935.00	Trade-On	Attend premises, deal with administration issues, suppliers, employees, queries from LM staff re issues, insurance, strategy
Benjamin Robson	Accountant	28/03/2013	0.9		235	211.50	Creditors	Administration - credit applications for TNT, Staples
Benjamin Robson	Accountant	28/03/2013	1		235	235.00	Trade-On	Administration - Equity calculations on leased assets
Benjamin Robson	Accountant	28/03/2013	0.2		235	47.00	Trade-On	Administration - arrangements for courier service to Sydney
Benjamin Robson	Accountant	28/03/2013	0.1		235	23.50	Trade-On	Administration - review deposit in and payment slips for filing
Benjamin Robson	Accountant	28/03/2013	0.3		235	70.50	Trade-On	Administration - review of credit application corporate traveler
Benjamin Robson	Accountant	28/03/2013	0.2		235	47.00	Trade-On	Administration - correspondence form Caitlin Drinkwater and Hayley Serbin
Caroline Halcoop	Administrative	28/03/2013	0.1		130	13.00	Administration	Commbiz transfer approval - REFUND to FTI
Eloa Zuardi	Senior Accountant 2	28/03/2013	0.5		325	162.50	Trade-On	Email out to South Africa landlord re payment rent
Eloa Zuardi	Senior Accountant 2	28/03/2013	1		325	325.00	Trade-On	Arrange transfers into MYOB for urgent payments
Eloa Zuardi	Senior Accountant 2	28/03/2013	0.5		325	162.50	Trade-On	Arrangements for booking flight to employee.
Eloa Zuardi	Senior Accountant 2	28/03/2013	1		325	325.00	Trade-On	Meeting re status of file with Team
Eloa Zuardi	Senior Accountant 2	28/03/2013	1		325	325.00	Employees	Phone calls/emails re open new acc/s
Eloa Zuardi	Senior Accountant 2	28/03/2013	0.3		325	97.50	Employees	Various emails/ phone calls in from employees. POD's and proxies received
Eloa Zuardi	Senior Accountant 2	28/03/2013						POD's received

Ginette Muller	Senior Managing Director	28/03/2013	1.5	575	862.50	Administration	Employee redundancy issues; discuss with SAM and with LMA directors; check law and agree to defer decision until Tuesday at which time we could arrange for loan documentation and legal advice to be in place.
Glenn O'Kearney	Director 2	28/03/2013	0.1	545	54.50	Trade-On	call from sally - discuss payroll req/wages payments etc.
Joan Springate	Administration	28/03/2013	0.1	130	13.00	Trade-On	Banking
Joan Springate	Administration	28/03/2013	0.2	130	26.00	Trade-On	Payment voucher & online payment
Joan Springate	Administration	28/03/2013	0.1	130	13.00	Trade-On	Receipts Voucher
Kelly-Anne Trenfield	Senior Managing Director	28/03/2013	0.1	575	57.50	Employees	Employees - staff recommendations/emails
Kelly-Anne Trenfield	Senior Managing Director	28/03/2013	0.4	575	230.00	Employees	Employees - item re staffing/loans/redundancies; emails re assessment/timing
Sally McBryde	Managing Director	28/03/2013	6.5	550	3575.00	Employees	Dealing with employee and redundancy issues, calculating redundancy payments, discussions with GDM, KAT & Fran Mulder, contact Malleons re employee contract & loan documents
Sally McBryde	Managing Director	29/03/2013	0.1	550	55.00	Employees	Request details of outstanding super
Damian Bender	Senior Managing Director	01/04/2013	1.8	550	990.00	Trade-On	Travelling Time travel to and from directors meeting
Sally McBryde	Managing Director	01/04/2013	0.5	550	275.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	01/04/2013	0.3	550	165.00	Trade-On	Update employee redundancy spreadsheet with update from Steve Hartman
Sally McBryde	Managing Director	01/04/2013	0.2	550	110.00	Trade-On	IT updates from Ben Pasco, review & note
Benjamin Robson	Accountant	02/04/2013	0.4	235	94.00	Trade-On	Administration - Credit application to Corporate Traveller for new account
Benjamin Robson	Accountant	02/04/2013	2.5	235	587.50	Employees	Employees - Meeting of employees
Eloa Zuardi	Senior Accountant 2	02/04/2013	0.2	325	65.00	Administration	Review various credit applications
Eloa Zuardi	Senior Accountant 2	02/04/2013	0.1	325	32.50	Trade-On	Phone call in from webdesign magic
Eloa Zuardi	Senior Accountant 2	02/04/2013	0.2	325	65.00	Trade-On	Email out to Issek re outstanding accounts
Eloa Zuardi	Senior Accountant 2	02/04/2013	0.2	325	65.00	Trade-On	Email in from Cameron re PO
Eloa Zuardi	Senior Accountant 2	02/04/2013	0.2	325	65.00	Trade-On	Email in re flights to Tony Bear
Ginette Muller	Senior Managing Director	02/04/2013	3	575	1725.00	Trade-On	Meeting with staff and advising them of their redundancies with SAM; Hold further staff meeting with all LMA staff and give briefing in relation to first meeting of creditors meeting; prepare and chair first meeting of creditors at Broadbeach.
Sally McBryde	Managing Director	02/04/2013	5.5	550	3025.00	Employees	Meetings with employees, termination discussions
Benjamin Robson	Accountant	03/04/2013	0.1	235	23.50	Trade-On	Administration - Phone call from Natalie at TNT re new account
Benjamin Robson	Accountant	03/04/2013	0.3	235	70.50	Trade-On	Administration - review TNT Consignment notice for personal liability clauses
Benjamin Robson	Accountant	03/04/2013	0.2	235	47.00	Trade-On	Complete TNT application form
Benjamin Robson	Accountant	03/04/2013	0.2	235	47.00	Trade-On	Administration - Correspondence with LM and Grace records re new account
Caroline Halcoop	Administrative	03/04/2013	0.1	130	13.00	Administration	Commbiz transfer approval - 1.07pm x 2
Caroline Halcoop	Administrative	03/04/2013	0.1	130	13.00	Administration	Commbiz transfer approval - 2.13pm wages
Caroline Halcoop	Administrative	03/04/2013	0.1	130	13.00	Administration	Commbiz transfer approval - 4.37pm
Christine Altorator	Director 1	03/04/2013	0.2	485	97.00	Employees	Employees amend ABA file and send to SR for payment
Eloa Zuardi	Senior Accountant 2	03/04/2013	0.3	325	97.50	Administration	Arrange refund of 120,000 into FTI account and 7,500 re Macquarie bond
Eloa Zuardi	Senior Accountant 2	03/04/2013	0.2	325	65.00	Trade-On	Email in and advise re Dubai Office - LM FZE Rent Invoice
Eloa Zuardi	Senior Accountant 2	03/04/2013	0.1	325	32.50	Trade-On	Follow up closure of Sydney office
Eloa Zuardi	Senior Accountant 2	03/04/2013	3	325	975.00	Administration	Discussion re various suppliers, Phone enquiries from employees, Creditors calls etc.
Eloa Zuardi	Senior Accountant 2	03/04/2013	3	325	975.00	Administration	review lease letters/disclaimers etc. liaise with lm staff re trading issues/sign off on various po's, review status of accounts re payments made/wages etc. discussions with staff re various trading issues. Note to sally re leg etc update from sally re employee issues. Review items for cash flows - consulting agreements etc. note to Eryn re Suncorp accounts. Review statements etc.
Glenn O'Kearney	Director 2	03/04/2013	2	545	1090.00	Trade-On	
Sally McBryde	Managing Director	03/04/2013	0.5	550	275.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration

Sally McBryde	Managing Director	03/04/2013	6.5	550	3575.00	Employees	Attend premises, employee issues, wages approval and payment, redundancy issues
Benjamin Robson	Accountant	04/04/2013	0.2	235	47.00	Trade-On	Administration - Corporate traveller consent, not amended and sent for review
Benjamin Robson	Accountant	04/04/2013	0.1	235	23.50	Trade-On	Administration - TNT account request sent to JRP
Benjamin Robson	Accountant	04/04/2013	0.1	235	23.50	Trade-On	Administration - perusal email from Grace records accounts
Benjamin Robson	Accountant	04/04/2013	0.2	235	47.00	Trade-On	Administration - TNT approval papers reviewed and sent to LM rep for signing
Benjamin Robson	Accountant	04/04/2013	0.1	235	23.50	Trade-On	Administration - perusal email from Hayley re TNT
Christine Alterator	Director 1	04/04/2013	0.1	485	48.50	Employees	Employees email previous payroll payments and reports to EBZ
Eloa Zuardi	Senior Accountant 2	04/04/2013	0.2	325	65.00	Trade-On	Arrange cheque to be banked - pre app \$
Eloa Zuardi	Senior Accountant 2	04/04/2013	0.1	325	32.50	Trade-On	Follow up closure of Sydney office
Eloa Zuardi	Senior Accountant 2	04/04/2013	1	325	325.00	Trade-On	Various emails re invoices. Check if services are crucial and request new a/cs to be opened.
Ginette Muller	Senior Managing Director	04/04/2013	1.5	575	862.50	Administration	Review employee letters and situations, agree with future actions concerning redundancies; Numerous emails regarding same. Planning for the way forward.
Glenn O'Kearney	Director 2	04/04/2013	1.3	545	708.50	Trade-On	review and sign off on various credit app/letters to lease companies. Note to sally re syd office equip etc. liaise with lm staff re pkt costs. Discussions with Eloa re cash flows/Telstra accounts other trading issues. Review of overall cash flow issues/cash position/funding issues. Notes for discussions with team. note djib re drake vehicles, etc. Liaise with Eloa re atm issues. Review various email updates on files. discuss leased premises/notices etc. with Eloa. Review various responses form agent.
Glenn O'Kearney	Director 2	04/04/2013	0.3	545	163.50	Trade-On	Dealing with employee issues
Sally McBryde	Managing Director	04/04/2013	0.7	550	385.00	Employees	Review Dept of Advances
Sally McBryde	Managing Director	04/04/2013	0.3	550	165.00	Employees	Preparing employee documentation, reviewing redundancies
Sally McBryde	Managing Director	04/04/2013	7.1	550	3905.00	Employees	Administration - review of corporate traveller conditions
Benjamin Robson	Accountant	05/04/2013	0.1	235	23.50	Trade-On	Administration - set up of new account with Care Group - Air cond
Benjamin Robson	Accountant	05/04/2013	0.3	235	70.50	Trade-On	Administration - leases - credit applications updated and sent for TNT and Corporate traveller
Benjamin Robson	Accountant	05/04/2013	0.2	235	47.00	Trade-On	Administration - emails from LM staff re new CITEC account
Benjamin Robson	Accountant	05/04/2013	0.1	235	23.50	Trade-On	Administration - perusal email from Matthew Ayre
Benjamin Robson	Accountant	05/04/2013	0.2	235	47.00	Trade-On	Administration - updates to supplier accounts spreadsheet
Caroline Halcoop	Administrative	05/04/2013	0.1	130	13.00	Administration	Commbiz transfer approval - 1.50pm
Christine Alterator	Director 1	05/04/2013	0.1	485	48.50	Employees	Employees respond to email from EBZ re baby hudson
Eloa Zuardi	Senior Accountant 2	05/04/2013	2	325	650.00	Trade-On	Phone call re Telstra mobiles and P. Drakes nos. Discuss transfer of mobiles.
Eloa Zuardi	Senior Accountant 2	05/04/2013	2	325	650.00	Employees	Wages payment
Glenn O'Kearney	Director 2	05/04/2013	0.2	545	109.00	Trade-On	discuss cash flows team.. note Dáimian re cash flows. Note jpre debtor letters.
Glenn O'Kearney	Director 2	05/04/2013	1	545	545.00	Trade-On	review/signoff on trading letters/accounts etc. discussion Eloa re trading issues/ review notes re phones/mobiles/drake accounts.
Matthew Glennon	Director 1	05/04/2013	0.3	545	163.50	Trade-On	review cashflow/trading position costs etc. discussions rz and djib.
Ryan Zorgräger	Director 1	05/04/2013	0.1	485	48.50	Employees	Employees: Call from Sydney Office employee, email to SAM requesting her call to employees.
Sally McBryde	Managing Director	05/04/2013	1.3	485	630.50	Employees	Meeting with Employees RE disruption to staff. Meeting RE new policies and procedures following departure of redundant staff
Sally McBryde	Managing Director	05/04/2013	0.2	550	110.00	Employees	Emails & discussions with Dan Billings of Stratcom re redundancy issues for media
Sally McBryde	Managing Director	05/04/2013	9	550	4950.00	Employees	Prepare employee termination letters & other documents, attend premises to terminate employees, discussions with employees
Glenn O'Kearney	Director 2	06/04/2013	0.3	545	163.50	Trade-On	note in djib re cash flows. Reply with info. Call from DJIB to discuss cash flow issues. Review RFZ and J
Sally McBryde	Managing Director	06/04/2013	0.9	550	495.00	Employees	portant notes/summary. Call RFZ to discuss. Sydney office - dealing with employee issues, redundancies, expenses, phones, computers etc

Sally McBryde	Managing Director	06/04/2013	5.9	550	3245.00	Employees	Finalise employee termination documentation
Benjamin Robson	Accountant	08/04/2013	0.3	235	70.50	Trade-On	Administration - New CITEC account registration completed and sent to JRP
Benjamin Robson	Accountant	08/04/2013	0.2	235	47.00	Trade-On	Administration - Payment to Transformer amended and submitted
Benjamin Robson	Accountant	08/04/2013	0.2	235	47.00	Trade-On	Administration - correspondence with AGL re gas account linked to old address
Benjamin Robson	Accountant	08/04/2013	0.2	235	47.00	Trade-On	Administration - Letter to Suncoorp requesting closure of accounts
Benjamin Robson	Accountant	08/04/2013	0.1	235	23.50	Trade-On	Administration - Staples account application amended and re sent
Benjamin Robson	Accountant	08/04/2013	0.1	235	23.50	Trade-On	Administration - JRP drivers license obtained and sent for TNT application
Benjamin Robson	Accountant	08/04/2013	0.2	235	47.00	Trade-On	Administration - MYOB vouchers for receipt of funding from trust and transfer to LMIM
Benjamin Robson	Accountant	08/04/2013	0.3	235	70.50	Trade-On	Administration - Reconcile Telstra mobile numbers with employees made redundant
Benjamin Robson	Accountant	08/04/2013	0.2	235	47.00	Trade-On	Administration - Phone call from, to, and email correspondence with Michelle of CITEC
Benjamin Robson	Accountant	08/04/2013	0.1	235	23.50	Trade-On	Administration - friend letters to suncoorp
Benjamin Robson	Accountant	08/04/2013	0.2	235	47.00	Trade-On	Administration - TNT account assignment re filled and sent to JRP for sign
Benjamin Robson	Accountant	08/04/2013	0.2	235	47.00	Trade-On	Administration - correspondence with Amanda at Staples re new account
Eloa Zuardi	Senior Accountant 2	08/04/2013	0.1	325	32.50	Trade-On	PO re printer issue
Eloa Zuardi	Senior Accountant 2	08/04/2013	0.5	325	162.50	Administration	Update MYOB re entries for last week
Eloa Zuardi	Senior Accountant 2	08/04/2013	0.5	325	162.50	Trade-On	Discuss re staff mobile numbers. Liaise with Telstra re active numbers and numbers to be disconnected.
Eloa Zuardi	Senior Accountant 2	08/04/2013	2	325	650.00	Trade-On	Update on Cashflow figures
Ginette Muller	Senior Managing Director	08/04/2013	1	575	575.00	Trade-On	Check emails from staff at LM, FTI and attend to filing and responses. Contact with FTI Media in relation to press enquiries.
Glenn O'Kearney	Director 2	08/04/2013	0.5	545	272.50	Trade-On	discussions Philip pen and sally re lma treatment re liq/service agreement etc and eg application to progress. Update note to GDM and team.
Glenn O'Kearney	Director 2	08/04/2013	2	545	1090.00	Trade-On	review supplier/wages/cost inputs and source documents. Draft budget monthly operational costs for discussions. Liaise with team re cash flow statements, Discussions team re cash flow issues. Review and sign off on correspondence for trading account sets. Review accounts bank - and discussions with Eloa re MYOB entries/updates. Follow up cash banking etc, review draft status of cash flows.
Joan Sprygate	Administration	08/04/2013	0.1	130	13.00	Trade-On	Receipts Voucher
Sally McBryde	Managing Director	08/04/2013	0.3	550	165.00	Employees	Responding to employee queries re redundancy
Sally McBryde	Managing Director	08/04/2013	0.5	550	275.00	Trade-On	Dealing with and responding to emails, general updates, strategy
Sally McBryde	Managing Director	08/04/2013	2.6	550	1430.00	Employees	Dealing with employee issues
Sally McBryde	Managing Director	08/04/2013	0.1	550	55.00	Employees	email re payroll tax, review payment, instructions to EBZ to pay
Sally McBryde	Managing Director	08/04/2013	4	550	2200.00	Employees	Dealing with employee issues and redundancies
Benjamin Robson	Accountant	09/04/2013	0.2	235	47.00	Trade-On	Administration - Amend CITEC app. And attach supporting docs
Benjamin Robson	Accountant	09/04/2013	0.1	235	23.50	Trade-On	Administration - Original TNT application received back and filed
Benjamin Robson	Accountant	09/04/2013	0.2	235	47.00	Trade-On	Administration - correspondence with Anna Dzlopa re new Corporate Traveller Account
Benjamin Robson	Accountant	09/04/2013	0.2	235	47.00	Trade-On	Administration - correspondence with LM re Kyocera Printer account
Benjamin Robson	Accountant	09/04/2013	0.2	235	47.00	Trade-On	Administration - Web design magic account set up
Benjamin Robson	Accountant	09/04/2013	0.2	235	47.00	Trade-On	Administration - TNT account docs reviewed, finalised and sent
Benjamin Robson	Accountant	09/04/2013	0.1	235	23.50	Trade-On	Administration - follow up MYOB request
Caroline Halcoop	Administrative	09/04/2013	0.1	130	13.00	Administration	Commbiz transfer approval - 1.44pm
Eloa Zuardi	Senior Accountant 2	09/04/2013	0.5	325	162.50	Trade-On	Follow up notice of app to ATO - and Payroll Tax from OSR.
Eloa Zuardi	Senior Accountant 2	09/04/2013	1	325	325.00	Administration	Update MYOB with various transactions from last week. Attach various supporting documents to vouchers etc.

Eloa Zuardi	Senior Accountant 2	09/04/2013	1	325	325.00	Trade-On	Phone call to Ray of Rockfast and discussion re PAYG summaries and transfer of entities re payroll payments.
Eloa Zuardi	Senior Accountant 2	09/04/2013	1	325	325.00	Employees	Arrange payment re staff expenses - overseas & national
Eloa Zuardi	Senior Accountant 2	09/04/2013	1	325	325.00	Trade-On	Update cashflow figures
Eloa Zuardi	Senior Accountant 2	09/04/2013	0.5	325	162.50	Trade-On	Emails to P Drake re Telstra change of customer forms
Glenn O'Kearney	Director 2	09/04/2013	3	545	1635.00	Trade-On	notes to team re cash flow updates re ato position/OSR etc. ,research into ato payg and OSR tax issues. Review payroll data to date for inputs for cash flows. Review of lease data /other supply information. Review draft cash flows and amendments to templates/inputs etc. discussions John Corbett re management fee inflows. Review man fee income information and discussions with Eryn regarding treatment, discussions surrounding cash flow issues dly/early and rz. Review and sign off on letters to lease company and other letters re suppliers/credit app's/Telstra transfer forms etc.
Joan Springate	Administration	09/04/2013	0.2	130	26.00	Trade-On	Receipt & Payment Voucher
Sally McBryde	Managing Director	09/04/2013	0.5	550	275.00	Trade-On	Review PI insurance policy, prepare policy form, obtain & review information for proposal
Sally McBryde	Managing Director	09/04/2013	2	550	1100.00	Employees	Attend premises, deal with employee issues, respond to queries from redundant employees
Sally McBryde	Managing Director	09/04/2013	1.6	550	880.00	Employees	Responding to employee queries, meetings with employees, review redundancy calculation, preparing for payroll
Sally McBryde	Managing Director	09/04/2013	0.5	550	275.00	Trade-On	Weekly business meeting with LM staff to discuss issues and business plans
Sally McBryde	Managing Director	09/04/2013	2	550	1100.00	Trade-On	Attend premises, dealing with trade on queries, discuss relocation of staff to 36 Cavill
Sally McBryde	Managing Director	09/04/2013	1.2	550	660.00	Trade-On	Review wages, super, payroll tax, PAYG for cashflow
Benjamin Robson	Accountant	10/04/2013	0.1	235	23.50	Trade-On	Administration - update new supplier workbook
Benjamin Robson	Accountant	10/04/2013	0.2	235	47.00	Trade-On	Administration - Arrange new account with Total Supply Solutions
Benjamin Robson	Accountant	10/04/2013	0.1	235	23.50	Trade-On	Administration - archive box request form Hayley Serblin
Benjamin Robson	Accountant	10/04/2013	0.2	235	47.00	Trade-On	Administration - Update new supplier accounts schedule
Benjamin Robson	Accountant	10/04/2013	0.6	235	141.00	Trade-On	Administration - correspondence with Kyocera and LM staff re servicing of printer - urgent. Set up of new account, create purchase order and update purchase order register
Benjamin Robson	Accountant	10/04/2013	0.1	235	23.50	Trade-On	Administration - confirm Care group account ready to go
Benjamin Robson	Accountant	10/04/2013	0.5	235	117.50	Trade-On	Administration - Purchase orders for grace management, setting up of account and correspondence with Hayley of LM
Benjamin Robson	Accountant	10/04/2013	0.1	235	23.50	Trade-On	Administration - correspondence with CITEC
Caroline Halcoop	Administrative	10/04/2013	0.1	130	13.00	Administration	CommBiz - upload aba file for wages - discuss with CMA
Christine Alterator	Director 1	10/04/2013	0.1	485	48.50	Trade-On	Administration - review emails from EBZ/JS re EFT transfers
Christine Alterator	Director 1	10/04/2013	0.1	485	48.50	Trade-On	Administration email out to SAM f/up wages files
Christine Alterator	Director 1	10/04/2013	0.3	485	145.50	Trade-On	Administration email from EBZ re payment approvals; PC with JS and email out to EBZ re SMD approval required
Christine Alterator	Director 1	10/04/2013	0.1	485	48.50	Trade-On	Administration PC from CH - confirmation of payroll processed and update SAM
Christine Alterator	Director 1	10/04/2013	0.1	485	48.50	Employees	Employees discussion with Caitlin Drinkwater re purchase of computer
Christine Alterator	Director 1	10/04/2013	0.7	485	339.50	Employees	Employees amend ABA file for payment remove payments as requested by SAM; Pc to CH and review calculation errors; update ABA file and resend to CH and confirm file uploaded
Eloa Zuardi	Senior Accountant 2	10/04/2013	0.5	325	162.50	Administration	Update MYOB with various transactions
Eloa Zuardi	Senior Accountant 2	10/04/2013	0.1	325	32.50	Administration	Various emails to impressions finance re printers.
Eloa Zuardi	Senior Accountant 2	10/04/2013	1	325	325.00	Trade-On	Phone call to Ray of Rockfast and discussion re PAYG summaries and transfer of entities re payroll going forward
Eloa Zuardi	Senior Accountant 2	10/04/2013	0.5	325	162.50	Trade-On	Discussions with Telstra re staff mobile numbers required.

Eloa Zuardi	Senior Accountant 2	10/04/2013	1	325	325.00	Creditors	Various phone calls/emails from creditors re services going forward and accounts to be cancelled. Review various invoices received.
Eloa Zuardi	Senior Accountant 2	10/04/2013	0.5	325	162.50	Creditors	Liaise with various suppliers opening new accounts
Eloa Zuardi	Senior Accountant 2	10/04/2013	1	325	325.00	Employees	Amendments re Staff Expenses - Overseas Payments
Eloa Zuardi	Senior Accountant 2	10/04/2013	0.5	325	162.50	Employees	Wages payment
Eloa Zuardi	Senior Accountant 2	10/04/2013	2	325	650.00	Trade-On	Phone call out to Lyn - agent re premises to be leased/disclosed etc. Review various leasing contracts for all GC premises.
Glenn O'Kearney	Director 2	10/04/2013	1.5	545	817.50	Trade-On	review cash flows - amendments discussions with Elba re further investigation and review. Prepare consolidated cash flows. Discussions with Elba/sally re trading issues/empty/lease issues etc. review supplier info. Note to John corbett re prelim numbers and further discussions. Review and sign off on credit applications/purchase orders etc. Discussions RFZ re cash flow issues/review mif cash flow forecasts and issues re outputs.
Joan Springgate	Administration	10/04/2013	0.1	130	13.00	Trade-On	Receipts Voucher
Sally McBryde	Managing Director	10/04/2013	0.5	550	275.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration, updates on strategy, cash flow and asset position
Sally McBryde	Managing Director	10/04/2013	1.9	550	1045.00	Employees	Reviewing & approving payroll
Sally McBryde	Managing Director	10/04/2013	0.2	550	110.00	Employees	Consider application for loan advance from Karin Ringas, email GDM re details, recommendation
Sally McBryde	Managing Director	10/04/2013	0.3	550	165.00	Employees	Meeting with Alison miller re redundancy forms & her position going forward
Sally McBryde	Managing Director	10/04/2013	0.7	550	385.00	Employees	Responding to redundant employee queries, updating entitlement calculations
Sally McBryde	Managing Director	10/04/2013	0.3	550	165.00	Employees	Discussion with Bryce Tracey re entitlements, extra week notice, recalculate entitlements & email to him
Sally McBryde	Managing Director	10/04/2013	0.4	550	220.00	Employees	Meeting with Tracey Grant, reviewing & witnessing documents, explain entitlement position
Sally McBryde	Managing Director	10/04/2013	1	550	550.00	Employees	Dealing with employee queries & queries from redundant employees
Sally McBryde	Managing Director	10/04/2013	1.5	550	825.00	Trade-On	Arrange relocation of staff to level 1 Cavill Av, discuss with Fran, IT staff
Sally McBryde	Managing Director	10/04/2013	0.5	550	275.00	Trade-On	Call to Scott McMurtre of PKF re 3B Cavill, discuss current leasing arrangements & potential leasing of level 1/2, email to EBZ re update
Benjamin Robson	Accountant	11/04/2013	0.3	235	70.50	Trade-On	Administrator - review Telstra mobile numbers for employees and reconcile with redundant list
Benjamin Robson	Accountant	11/04/2013	0.3	235	70.50	Trade-On	Administration - correspondence with Total Supply Solutions re new account, set up of account and ordering system
Benjamin Robson	Accountant	11/04/2013	0.6	235	141.00	Trade-On	Administration - wages payments MYOB vouchers to redundant employees prepared, approval sought from managers and request of processing from admin
Benjamin Robson	Accountant	11/04/2013	0.4	235	94.00	Trade-On	Administration - amendments to organizational structure to reflect redundant employees
Christine Alterator	Director 1	11/04/2013	0.5	485	242.50	Employees	Employees Pc from BIR; discussions with CH re payments; review MYOB entries; print and scan MYOB entries to JRP/GDM requesting approval of same and update CH
Eloa Zuardi	Senior Accountant 2	11/04/2013	0.5	325	162.50	Employees	email in re staff expenses. Follow up payment - amendments on voucher into MYOB
Eloa Zuardi	Senior Accountant 2	11/04/2013	1	325	325.00	Employees	Various phone calls and discussion re staff mobile phones required
Eloa Zuardi	Senior Accountant 2	11/04/2013	0.5	325	162.50	Trade-On	Various emails in re PO's required
Glenn O'Kearney	Director 2	11/04/2013	0.5	545	272.50	Trade-On	discussions with Iria staff/Eloa etc. re information required balance sheet/debits letters etc. discuss div man fees with J corbett and Eyn. Discussions sally re rental update.
Joan Springgate	Administration	11/04/2013	0.1	130	13.00	Trade-On	Receipts Voucher
Natasha Janga	Manager 1	11/04/2013	0.4	345	138.00	Administration	Administration- attend to info regard to controller lodgment requirements
Sally McBryde	Managing Director	11/04/2013	0.8	550	440.00	Trade-On	Review information for insurance proposal form
Sally McBryde	Managing Director	11/04/2013	2	550	1100.00	Trade-On	Review PI insurance policy, prepare policy form, obtain & review information for proposal
Sally McBryde	Managing Director	11/04/2013	0.4	550	220.00	Employees	Responses to various employees re transfer of telephones, discussion with EBZ, forward transfer forms

Sally McBryde	Managing Director	11/04/2013	0.8	550	440.00	Employees	Finalizing org chart for ASIC & comparing to staff list
Sally McBryde	Managing Director	11/04/2013	0.5	550	275.00	Employees	Finalizing payments to employees not paid in weekly pay run
Sally McBryde	Managing Director	11/04/2013	1.5	550	825.00	Employees	Updating employee entitlements & contact details & payroll spreadsheets
Sally McBryde	Managing Director	11/04/2013	1.5	550	825.00	Employees	Dealing with employee issues, responding to queries, call to Feg to discuss early application for payment
Sally McBryde	Managing Director	11/04/2013	0.5	550	275.00	Trade-On	Dealing with suppliers, ongoing contracts, creditors, service contracts
Sally McBryde	Managing Director	11/04/2013	0.5	550	275.00	Trade-On	Dealing with relocation office from level 4 9 Beach Rd to Cavill Av
Benjamin Robson	Accountant	12/04/2013	0.2	235	47.00	Trade-On	Administration - PO approved for GITEC, PO register updated
Benjamin Robson	Accountant	12/04/2013	0.1	235	23.50	Trade-On	Administration - grace records management PO update
Benjamin Robson	Accountant	12/04/2013	0.2	235	47.00	Trade-On	Employees - phone call to Karin Ringas re existing Telstra number. Email form to be filled out
Benjamin Robson	Accountant	12/04/2013	0.2	235	47.00	Employees	Employees - phone call to Caela Moss re existing Telstra number. Email form to be filled out
Benjamin Robson	Accountant	12/04/2013	0.2	235	47.00	Employees	Employees - phone call to David Nunn re existing Telstra number. Email form to be filled out
Benjamin Robson	Accountant	12/04/2013	0.2	235	47.00	Employees	Employees - phone call to Maria Megi re existing Telstra number. Email form to be filled out
Benjamin Robson	Accountant	12/04/2013	0.2	235	47.00	Employees	Employees - phone call to Kelvin Fair re existing Telstra number. Email form to be filled out
Benjamin Robson	Accountant	12/04/2013	0.1	235	23.50	Employees	Administration- update Telstra numbers list
Brittany Newman	Administration	12/04/2013	0.3	130	39.00	Trade-on	Call to OSR following up 8973113 - OSR advised they have not received letter, I have now forwarded to KATHY.occonnor@OSR.treasury.qld.gov.au
Eloa Zuardi	Senior Accountant 2	12/04/2013	1	325	325.00	Creditors	Dealing with various creditors re outstanding invoices opening new a/cs etc.
Eloa Zuardi	Senior Accountant 2	12/04/2013	0.5	325	162.50	Employees	Advise re employee staff expenses pending into MYOB for overseas. Advise re expenses paid for national
Eloa Zuardi	Senior Accountant 2	12/04/2013	2	325	650.00	Employees	Review deed of advance funds. Prepare payment re advance to 4 employees. Create trust a/c into MYOB
Glenn O'Keamey	Director 2	12/04/2013	0.1	545	54.50	Trade-On	Discussions with BIR re MYOB entries recording loans/funds
Glenn O'Keamey	Director 2	12/04/2013	0.2	545	109.00	Employees	Review loan deed terms submitted to emp. Discussions with Eloa re flow of funds for loans.
Glenn O'Keamey	Director 2	12/04/2013	0.1	545	54.50	Trade-On	discuss payroll tax issues with Eloa and review correspondence form OSR
Joan Springgate	Administration	12/04/2013	0.3	130	39.00	Trade-On	Payment voucher & online payment
Joan Springgate	Administration	12/04/2013	1.5	130	195.00	Trade-On	Payment voucher & online payment (international)
Sally McBryde	Managing Director	12/04/2013	0.5	550	275.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	12/04/2013	0.5	550	275.00	Employees	Dealing with responses to employees. Trevor Wheatley termination letter & entitlements calculation
Sally McBryde	Managing Director	12/04/2013	0.5	550	275.00	Employees	Emails from employees, reviewing Deeds of Advance & approving payment for James Urtenweiger, Tracey Grant, Bree Howe, Alison Miller
Sally McBryde	Managing Director	12/04/2013	0.5	550	275.00	Employees	Attend premises, meet with Fran for update on relocation of staff, trading issues, meeting with payroll, discuss insurance policy, discussions with employees
Sally McBryde	Managing Director	12/04/2013	1.5	550	825.00	Trade-On	Review management reports, review financials, discussion with GOK re revenues
Benjamin Robson	Accountant	15/04/2013	0.3	235	165.00	Trade-On	Follow up Karin Ringas and Bree Howe MYOB Payments
Benjamin Robson	Accountant	15/04/2013	0.2	235	70.50	Trade-On	Update PO Register with order to Grace records
Benjamin Robson	Accountant	15/04/2013	0.4	235	94.00	Trade-On	Receive and review change of Telstra customer forms, save to file
Benjamin Robson	Accountant	15/04/2013	0.2	235	47.00	Trade-On	Correspondence with Hayley Serbin of IM re items needing to be ordered
Benjamin Robson	Accountant	15/04/2013	0.1	235	23.50	Trade-On	Email to Chris Beaumont re Xerox account
Benjamin Robson	Accountant	15/04/2013	0.3	235	70.50	Trade-On	Finalize set up of Staples account, phone call to Xerox re Xerox account
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.2	325	65.00	Employees	Advise KAT re overseas payments
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.3	325	97.50	Employees	Mobile Number Transfer - K. Fair
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.5	325	162.50	Employees	Email in from Karin Ringas enquiring re wages/advance not received
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.3	325	97.50	Employees	Follow up various payments re staff expenses overseas

Eloa Zuardi	Senior Accountant 2	15/04/2013	0.5	325	162.50	Trade-On	Follow up various pending payments into MYOB
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.1	325	32.50	Trade-On	PO for XBC - NEC
Eloa Zuardi	Senior Accountant 2	15/04/2013	2	325	650.00	Trade-On	Prepare payment run into MYOB - various suppliers payments
Eloa Zuardi	Senior Accountant 2	15/04/2013	1	325	325.00	Trade-On	Review Telstra phone lines to be transferred
Eloa Zuardi	Senior Accountant 2	15/04/2013	0.3	325	97.50	Trade-On	Update on status of opening new accounts for XBC - NEC.
Glenn O'Kearney	Director 2	15/04/2013	0.5	545	272.50	Trade-On	Trading issues/discuss supplier accounts/sign off on receipt vouchers - discuss accounts with Eloa
Joan Springgate	Administration	15/04/2013	1	130	130.00	Trade-On	Setting up international Transfers
Kelly-Anne Trenfield	Senior Managing Director	15/04/2013	0.1	575	57.50	Trade-On	Discuss sop/flow with GOK
Sally McBryde	Managing Director	15/04/2013	0.3	550	165.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	15/04/2013	0.1	550	55.00	Trade-On	Correspondence out draft - review and note contents, make changes where necessary, to managing agent for level 3 RSL building
Sally McBryde	Managing Director	15/04/2013	0.5	550	275.00	Employees	Dealing with queries regarding employees who have left this week fort payroll this week
Sally McBryde	Managing Director	15/04/2013	2	550	1100.00	Employees	Dealing with employee queries, Deeds of Advance, redundant employee queries
Sally McBryde	Managing Director	15/04/2013	0.1	550	55.00	Trade-On	Approve employee expenses claim for w/e 12/4/13
Sally McBryde	Managing Director	15/04/2013	0.5	550	275.00	Trade-On	Dealing with trading issues, approving invoices & payments, queries from LM staff
Sally McBryde	Managing Director	15/04/2013	0.1	550	55.00	Trade-On	Approve PO for XBC phone set up costs for office relocation
Sally McBryde	Managing Director	15/04/2013	0.2	550	110.00	Trade-On	Discussions re office relocations from RSL Building & Level 2 Cavill to Level 1 Cavill and New Account details. Approve PO
Benjamin Robson	Accountant	16/04/2013	0.3	235	70.50	Trade-On	Email correspondence with Clara of Xerox and Chris Beaumont re Xerox account, re issue of invoices to LM
Benjamin Robson	Accountant	16/04/2013	0.2	235	47.00	Trade-On	Perusal emails from Hayley Serblin re Archive box and TNT ordering
Benjamin Robson	Accountant	16/04/2013	0.3	235	70.50	Employees	Receive Telstra change of number forms back and save to file
Benjamin Robson	Accountant	16/04/2013	0.1	235	23.50	Employees	Call to Karin re: re outstanding Telstra form
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.6	325	195.00	Trade-On	Email in from Impressions finance. Review contract and advise re printers
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.5	325	162.50	Employees	Prepare payment Deeds of Advance
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.3	325	97.50	Employees	Advance monies - Brea Howe
Eloa Zuardi	Senior Accountant 2	16/04/2013	1	325	325.00	Employees	Prepare Advance to employees payments and follow up pending payments
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.2	325	65.00	Trade-On	Follow up Payroll Tax
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.6	325	195.00	Trade-On	Arrange transfer of Telstra phone lines
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.5	325	162.50	Trade-On	Update cash flow
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.1	325	32.50	Trade-On	Transfer of Funds LMIM to LMA
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.2	325	65.00	Trade-On	Follow up Fixed Assets listing from Lucy
Eloa Zuardi	Senior Accountant 2	16/04/2013	0.3	325	97.50	Trade-On	Review lease schedule
Glenn O'Kearney	Director 2	16/04/2013	1.5	545	817.50	Trade-On	review and update cash flow forecasts with income details/updates to expenses etc. update for cash movements. Review bank accounts and transactions in MYOB. Sign off on various transfers/MYOB transactions, discussions with Eloa regarding sop trading for
Joan Springgate	Administration	16/04/2013	0.3	130	39.00	Trade-On	Online Transfer
Joan Springgate	Administration	16/04/2013	0.1	130	13.00	Trade-On	Paying in slip Posted
Kelly-Anne Trenfield	Senior Managing Director	16/04/2013	0.2	575	115.00	Trade-On	Emails in re operations; Frances re staffing
Sally McBryde	Managing Director	16/04/2013	2.5	550	1375.00	Trade-On	Dealing with PI insurance, obtain information to complete proposal
Sally McBryde	Managing Director	16/04/2013	0.2	550	110.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	16/04/2013	0.1	550	55.00	Employees	Approve employee expenses
Sally McBryde	Managing Director	16/04/2013	0.2	550	110.00	Trade-On	Discussion with EBZ re telephone lines, what numbers are required & what employees have left
Sally McBryde	Managing Director	16/04/2013	6	550	3900.00	Trade-On	Attend premises, deal with employee & trading issues
Sally McBryde	Managing Director	16/04/2013	0.1	550	55.00	Trade-On	Meet with managing agent re relocation of premises

Benjamin Robson	Accountant	17/04/2013	0.4	235	94.00	Trade-On	Mitigare Telecom invoice deducted from MYOB batch, batch reviewed and re submitted
Benjamin Robson	Accountant	17/04/2013	0.4	235	94.00	Trade-On	BS Business trust invoice payment processed in MYOB
Benjamin Robson	Accountant	17/04/2013	0.5	235	117.50	Trade-On	Telstra change of customer forms for redundant employees
Brittany Newman	Administration	17/04/2013	0.2	130	26.00	Administration	Draft letter to Eugenia Gordon re Employment Separation Certificate - 89731
Brittany Newman	Administration	17/04/2013	0.1	130	13.00	Administration	Mail out to Eugenia Gordon - 8973168 + Employment Separation Certificate
Christine Aiterator	Director 1	17/04/2013	0.2	485	97.00	Trade-On	discuss payment issues with JS
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.5	325	162.50	Trade-On	Follow up various pending payments into MYOB
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.3	325	97.50	Trade-On	Advise re Extension to vacate/clear out Level 2
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.1	325	32.50	Employees	Email Maria a POD for LMA
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.2	325	65.00	Employees	Payment to Caela Moss
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.2	325	65.00	Employees	Follow up PAYG summaries from Rockfast
Eloa Zuardi	Senior Accountant 2	17/04/2013	3	325	975.00	Trade-On	Attend to RSL/LM office met with Landlord and discuss current lease/car park rents/ Check disclaimed part level 4
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.3	325	97.50	Trade-On	Advise re:ne staff expenses paid
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.5	325	162.50	Trade-On	Expenses Claim from Debbie Laung
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.5	325	162.50	Trade-On	Phone call/email re OSR re payroll tax registration
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.3	325	97.50	Trade-On	Email out to Chris (IT) re leased assets.
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.3	325	97.50	Trade-On	Mobile staff numbers transfer
Eloa Zuardi	Senior Accountant 2	17/04/2013	0.3	325	97.50	Trade-On	Payment to Simon
Glenn O'Kearney	Director 2	17/04/2013	4.5	545	2452.50	Trade-On	attendance onsite. Meet with Kelly re cash flows/budgets etc. meet with Fran and Eghard re operation costs reductions etc. discussions re office relocations. Discussions with J Corbett and KAT re inflows.
Kelly-Anne Trenfield	Senior Managing Director	17/04/2013	0.1	575	57.50	Trade-On	Discussions with Eloa re accounts/supplier and redu
Kelly-Anne Trenfield	Senior Managing Director	17/04/2013	0.1	575	57.50	Trade-On	Emails in re outstanding costs and responses
Sally McBryde	Managing Director	17/04/2013	1.5	550	825.00	Trade-On	Review lease schedule re work to be completed
Sally McBryde	Managing Director	17/04/2013	0.1	550	55.00	Employees	Dealing with PI insurance, obtain information to complete proposal
Sally McBryde	Managing Director	17/04/2013	0.1	550	55.00	Employees	Discussion re POD from Maria Magi
Sally McBryde	Managing Director	17/04/2013	0.1	550	55.00	Employees	Update to Free Howe re advance
Sally McBryde	Managing Director	17/04/2013	0.1	550	55.00	Trade-On	Approve Simon Tickner Invoices - ST Business Trust
Sally McBryde	Managing Director	17/04/2013	4	550	2200.00	Trade-On	Attend premises, meet with KAT re cash flows/budgets etc., meet with Fran Mulder and Eghard Van Der Hoven re operation costs reductions, discussions re office relocations & redundancies, discussions re cash flows, trade on issues
Benjamin Robson	Accountant	18/04/2013	0.3	235	70.50	Trade-On	Email to JS invoices for submitted payment run - scan through to email as MYOB attachments not working
Caroline Halcoop	Administrative	18/04/2013	0.2	130	26.00	Administration	Process 4 x Commbiz transfers - 4.44pm
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.5	325	162.50	Trade-On	Various emails to managing agents
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.5	325	162.50	Creditors	Emails/phone calls re Corporate Travel Outstanding Invoices. Expenses for KAT
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.5	325	162.50	Employees	Various staff expenses received
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.5	325	162.50	Employees	Various emails in re overseas payments. Follow up and advise KAT
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.5	325	162.50	Trade-On	Confirm Drake Insurance Phoenix lines required
Eloa Zuardi	Senior Accountant 2	18/04/2013	1	325	325.00	Trade-On	Payment of wages
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.2	325	65.00	Trade-On	Arrange PO for corporate travel
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.8	325	260.00	Trade-On	Emails phone calls re Paradise Security Account - RSL building to be closed. Email to Drake Insurance re security codes
Eloa Zuardi	Senior Accountant 2	18/04/2013	0.2	325	65.00	Trade-On	Email to Lyn re Car Parks - 38 Cavill Ave

Glenn O'Kearney	Director 2	18/04/2013	2.5	545	1362.50	Trade-On	trading issues - with Elob. Cash flows, inflows re man fees etc. discussions solicitor - re various staff re issues.
Joan Springgate	Administration	18/04/2013	0.1	130	13.00	Trade-On	Receipts
Joan Springgate	Administration	18/04/2013	1	130	130.00	Trade-On	Online Transfer
Kelly-Anne Trenfield	Senior Managing Director	18/04/2013	0.6	575	345.00	Trade-On	JRP re staffing, meeting with DIB/Jan F re resources/planning, GDM re funding
Kelly-Anne Trenfield	Senior Managing Director	18/04/2013	0.1	575	57.50	Trade-On	issues re payment approvals
Kelly-Anne Trenfield	Senior Managing Director	18/04/2013	0.1	575	57.50	Trade-On	Review and approve payments
Sally McBryde	Managing Director	18/04/2013	1	550	550.00	Trade-On	Follow up queries from Blue Broking re PI insurance - revenue & trading timeframe etc.
Sally McBryde	Managing Director	18/04/2013	2	550	1100.00	Employees	Queries re payroll, approval of payroll for week
Sally McBryde	Managing Director	18/04/2013	0.5	550	275.00	Employees	Dealing with queries from employees re Deeds of Advances
Sally McBryde	Managing Director	18/04/2013	0.3	550	165.00	Employees	Advise - department of immigration of redundancy of Karin Ringas & Maria Magl, review documentation surrounding 457 visa & details required by department of immigration
Sally McBryde	Managing Director	18/04/2013	2	550	1100.00	Trade-On	Attend premises, discussions with staff, trading issues, relocation discussions
Brittany Newman	Administration	19/04/2013	0.1	130	13.00	Trade-On	Scan/Email 8973165 + Mail out to Mark Kelly Investments Pty Ltd C/- Robbie Robbie & Associates
Christine Alterator	Director 1	19/04/2013	1	485	485.00	Trade-On	review payment to Baby Hudson
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.1	325	32.50	Trade-On	Follow up cheque to be banked Drake payment
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.2	325	65.00	Creditors	Email out to Robert (Macquarie Telecom) re phones to be canceled
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.2	325	65.00	Trade-On	Email in re Corporate Travel Outstanding Invoices
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Creditors	Phone call in from Nicholas Telstra insolvency and discuss various phone lines to be canceled
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Employees	Phone call in from Tanya employees payments/FEG claim
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.2	325	65.00	Employees	PAYG summaries received from Rockfast
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Employees	Prepare PAYG Karin Ringas
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.1	325	32.50	Employees	Email to Lucy re IPN
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.2	325	65.00	Employees	Follow up PAYG summaries
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Employees	PAYG summary saved /review into email Lucy re support docs
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Trade-On	Review Macquarie Telecom Account. Email out to Chris re cancellation
Eloa Zuardi	Senior Accountant 2	19/04/2013	1	325	325.00	Trade-On	Email out to Ben Pasco re internet services. Review Iseak account for items to be cancelled
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.6	325	195.00	Trade-On	Bring up to date staff donation payments
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Trade-On	Overseas staff expenses
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.2	325	65.00	Trade-On	Email re Top up LMA account
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.1	325	32.50	Trade-On	Follow up top-up for Choc
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.2	325	65.00	Trade-On	Email in from Irene re MB vehicle - advise disclaimed
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.1	325	32.50	Trade-On	Email out to Lucy re spare car at LM
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Trade-On	Review car park agreements for RSL & Cavill Ave
Eloa Zuardi	Senior Accountant 2	19/04/2013	0.5	325	162.50	Trade-On	review and update cash flows. Discussions with Elob re cash flow data. Review bank accounts/transfers etc. prepare updated SOP/cash flows for Kelly/Jan discussions. Discuss cash movement s DIB. Liaise with Jo Dunn and other staff re costs/outflows etc.
Glenn O'Kearney	Director 2	19/04/2013	3	545	1635.00	Trade-On	Online Transfer
Joan Springgate	Administration	19/04/2013	0.3	130	39.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	19/04/2013	0.1	550	55.00	Trade-On	Follow up queries from Blue Broking re PI insurance - operation of funds etc.
Sally McBryde	Managing Director	19/04/2013	0.5	550	275.00	Trade-On	Dealing with queries from employees re FEGS, advances, 2nd creditor meeting, pays
Sally McBryde	Managing Director	19/04/2013	1	550	550.00	Employees	Review PAYG forms for employees received from Rockfast, sign post appointment PAYG summary for Karin Ringas
Sally McBryde	Managing Director	19/04/2013	0.3	550	165.00	Employees	

Sally McByrde	Managing Director	19/04/2013	1.5	550	825.00	Employees	Eghard	Review redundancies for next week, check who to make redundant based on discussions with KAT, Fran &
Sally McByrde	Managing Director	19/04/2013	1	550	550.00	Employees	Respond to Simon Tickner re POD query	
Sally McByrde	Managing Director	19/04/2013	0.1	550	55.00	Trade-On		Correspondence out draft - review and note contents, make changes where necessary, to managing agent to advise Level 4 RSL building no longer required
Sally McByrde	Managing Director	19/04/2013	1.5	550	825.00	Trade-On		Review redundancy costs for cash flow
Kelly-Anne Trenfield	Senior Managing Director	21/04/2013	0.1	575	57.50	Trade-On		Review and approve payment
Benjamin Robson	Accountant	22/04/2013	0.5	235	117.50	Trade-On		Set up CITEC account, correspondence with LM staff and CITEC Staff. Deposit \$1000 to account
Benjamin Robson	Accountant	22/04/2013	0.3	235	70.50	Trade-On		PO for archive boxes. Update PO register
Benjamin Robson	Accountant	22/04/2013	0.3	235	70.50	Trade-On		Investigate location of MV's owned by company. Email to Lucy bloomfield
Brittany Newman	Administration	22/04/2013	1.2	130	156.00	Administration		Draft 897316 x13 + Employee Entitlement Worksheets 897315 x13
Brittany Newman	Administration	22/04/2013	0.1	130	13.00	Trade-On		Mail out to Barronsand Pty Ltd C/- Robbie Robbie & Associates Pty Ltd - 8973169
Christine Alterator	Director 1	22/04/2013	0.1	485	48.50	Trade-On		Email to EBZ re request to submit MYOB payment - Baby Hudson
Christine Alterator	Director 1	22/04/2013	0.5	485	242.50	Trade-On		review EFT payments and email queries to SAM
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.5	325	162.50	Trade-On		Email out to Macquarie Telecom re various phone lines to be cancelled. Advise Chris from IT and liaise with Telstra
Eloa Zuardi	Senior Accountant 2	22/04/2013	2	325	650.00	Employees		Various emails, discussions with Lucy re Super Payments due. Prepare letters and schedule, MYOB vouchers re payments
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.1	325	32.50	Trade-On		Email in re WHSO Representative
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.5	325	162.50	Trade-On		Payment of staff expenses
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.1	325	32.50	Trade-On		MYOB vouchers re transfer of funds access to LMA
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.1	325	32.50	Employees		Follow up TFN for each employee
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.5	325	162.50	Employees		Email out to KAT and advise re our decision in relation to shortfall due to conversion costs re staff expenses
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.2	325	65.00	Employees		Amendments on Baby Hudson - Payment request
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.1	325	32.50	Employees		POD received from Marla
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.2	325	65.00	Employees		Various emails re PAYG Summary
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.5	325	162.50	Employees		Email out to Caeja N. Moss re payments. Follow up JS payment to correct account
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.3	325	97.50	Trade-On		Email to Lyn re re-issue invoices for RSL building and level 2, 3B Cavill.
Eloa Zuardi	Senior Accountant 2	22/04/2013	0.5	325	162.50	Trade-On		Email to Chris/Ben re internet services for overseas offices
Glenn O'Kearney	Director 2	22/04/2013	1.5	545	817.50	Trade-On		trading issues/cash flow issues/review man fee information and consider treatment. Discussions Kelly, D.J.B, RFZ, J Corbett re treatment. Discussions with Eryn re PKF Review PKF invoices etc. and discuss with Kelly. Review eng letter. Discuss Maddison note JP and forward info. discuss LM fees RFZ discuss cash movements Eloa. Review super pay info and wage reduction info. note to Lucy re NTA requirement, review Val info and JV info re 3B Cavill.
Joan Springate	Administration	22/04/2013	0.3	130	39.00	Trade-On		Online Transfers
Kelly-Anne Trenfield	Senior Managing Director	22/04/2013	0.4	575	230.00	Trade-On		General attendance onsites; discussions with directors/staff; review mail/emails in; file management; attend team meeting
Kelly-Anne Trenfield	Senior Managing Director	22/04/2013	1.8	575	1035.00	Trade-On		meeting with PKF/discuss with GOK re flows
Sally McByrde	Managing Director	22/04/2013	0.1	550	55.00	Trade-On		Sign letter to Robbie Robbie & Associates re level 1 & 3 3B Cavill re continued use
Sally McByrde	Managing Director	22/04/2013	0.1	550	55.00	Trade-On		Sign letter to Robbie Robbie & Associates re level 4 sublease rent receivable
Sally McByrde	Managing Director	22/04/2013	0.2	550	110.00	Employees		Review & authorize staff expenses w/e 19/4/13
Sally McByrde	Managing Director	22/04/2013	0.1	550	55.00	Employees		Emails re March qtr superannuation payments due to be paid

Sally McBryde	Managing Director	22/04/2013	0.3	550	165.00	Employees	Discussions with EBZ re super payment process, review super payable, review clearing house for super review circulars to creditors and redundancy calculations, discussions re redundancy process, email to Fran re same
Sally McBryde	Managing Director	22/04/2013	1	550	550.00	Employees	Discussions re redundancy notes for 23.04.13
Sally McBryde	Managing Director	22/04/2013	0.5	550	275.00	Employees	Email to & from Ben Pasco re IT staffing, discussion with Ben Fisher re IT staffing, discuss with KAT
Sally McBryde	Managing Director	22/04/2013	0.3	550	165.00	Employees	Completing redundancy calculations, preparing circulars
Sally McBryde	Managing Director	22/04/2013	3	550	1650.00	Employees	Call from Bryce Stacey re completion of FEG claim and discussions re update on administration, arrange meeting with him at premises
Sally McBryde	Managing Director	22/04/2013	0.2	550	110.00	Employees	Meeting with him at premises
Benjamin Robson	Accountant	23/04/2013	0.1	235	23.50	Trade-On	Email Hayley Serbin re TNT order
Benjamin Robson	Accountant	23/04/2013	0.5	235	117.50	Trade-On	research into change of registration forms and procedures, download form, phone call and email to TMR
Benjamin Robson	Accountant	23/04/2013	0.2	235	47.00	Trade-On	Update PO register and Cash flow
Benjamin Robson	Accountant	23/04/2013	0.4	235	94.00	Trade-On	Follow up CITEC deposit and causes for delay, correspondence with admin staff and LM staff, request MD approval
Benjamin Robson	Accountant	23/04/2013	0.2	235	47.00	Trade-On	Request for information relating to company owned cars
Benjamin Robson	Accountant	23/04/2013	0.3	235	70.50	Employees	Attend employee wage entries in MYOB
Benjamin Robson	Accountant	23/04/2013	0.1	235	23.50	Employees	Email to Caela Moss re Teistra change over
Brittany Newman	Administration	23/04/2013	0.3	130	39.00	Administration	Update employee data file with all employee TRNs
Brittany Newman	Administration	23/04/2013	0.1	130	13.00	Trade-On	Scan/Email 8973170 + Mail out to Robbie Robbie & Associates Pty Ltd
Brittany Newman	Administration	23/04/2013	0.1	130	13.00	Trade-On	Scan/Email 8973167 + Mail out to Baronsand Pty Ltd C/- Robbie Robbie & Associates Pty Ltd
Brittany Newman	Administration	23/04/2013	0.1	130	13.00	Administration	Mail in from Paradise Security Australia Pty Ltd - Invoice #137492
Brittany Newman	Administration	23/04/2013	0.1	130	13.00	Trade-On	Prepare BAS (19 - 31 March 2013)
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.1	325	32.50	Administration	Mail in from ATO - Correspondence re: PAYG withholding
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.5	325	162.50	Trade-On	Advise Joe re BAS lodgements
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.5	325	162.50	Trade-On	Prepare BAS period Jan to Mar 2013
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.5	325	162.50	Trade-On	Email out to CH re 120k that was loaned from FTL Amend voucher in MYOB
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.2	325	65.00	Administration	Advise EJR re PAYG withfield entry on MYOB to be amended
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.2	325	65.00	Trade-On	Request Bt Business Invoices to be amended
Eloa Zuardi	Senior Accountant 2	23/04/2013	2	325	650.00	Employees	Phone call out to ASGARD CAPITAL MANAGEMENT LTD re password for on line batches. Finalize MYOB vouchers and amendments on letter to super funds
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.3	325	97.50	Employees	Advise re staff expenses paid
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.1	325	32.50	Trade-On	Email in from Caela N Moss re pending payment
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.3	325	97.50	Trade-On	Invoice in from Paradise Security, Email Corrine re services charged
Eloa Zuardi	Senior Accountant 2	23/04/2013	1	325	325.00	Employees	Various emails in re travel expenses for Michael. Arrange booking and PO. Advise employee procedures
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.3	325	97.50	Employees	Follow up staff expenses for Debbie Leung
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.5	325	162.50	Trade-On	Emails in re PO's, update cashflow, PO register etc. etc.
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.5	325	162.50	Trade-On	Arrange Rectification of ESS System access. Purchase orders etc.
Eloa Zuardi	Senior Accountant 2	23/04/2013	0.5	325	162.50	Trade-On	Trading issues/discuss wages/transfer of \$/super etc. with Eloa. Approve payments in MYOB. Discuss cash flow DJB.
Glenn O'Kearney	Director 2	23/04/2013	0.6	545	327.00	Trade-On	Update cash flow statement for PAYG timing/super/employees etc.
Glenn O'Kearney	Director 2	23/04/2013	0.6	545	327.00	Trade-On	

Glenn O'Kearney	Director 2	23/04/2013	1	545	545.00	Trade-On	updates from sally re redundancy's. Discussions with DJB and Ian Francis regarding man fees/cash flows/operations etc. liaise with Eryn and Simon at LM regarding march man fees/review invoices etc. discussions with John Corbett regarding process for man fees.
Joan Springgate	Administration	23/04/2013	0.4	130	52.00	Trade-On	Online Transfers
Joan Springgate	Administration	23/04/2013	0.5	130	65.00	Trade-On	Online Transfers
Sally McByrde	Managing Director	23/04/2013	0.1	550	55.00	Trade-On	Review BAS, make amendments where necessary & instructions to EBZ re changes required
Sally McByrde	Managing Director	23/04/2013	0.2	550	110.00	Trade-On	Meeting with Wayne Robbie re handover of keys to level 2 38 Cavill Avenue
Sally McByrde	Managing Director	23/04/2013	0.1	550	55.00	Employees	Meeting with Trevor Wheatley re advance
Sally McByrde	Managing Director	23/04/2013	1	550	550.00	Trade-On	Attendance on site, follow up various emails, phone calls and discussions regarding administration, dealing with trading issues
Sally McByrde	Managing Director	23/04/2013	4	550	2200.00	Trade-On	Attendance on site, dealing with employee issues, discussions re redundancies, preparation of redundancy letters & documentation
Sally McByrde	Managing Director	23/04/2013	0.1	550	55.00	Trade-On	Payment - approve payment, review invoices and banking voucher for payment to supplier - Citic
Benjamin Robson	Accountant	24/04/2013	0.3	235	70.50	Trade-On	Email to Chandler communications regarding invoice received
Benjamin Robson	Accountant	24/04/2013	0.2	235	47.00	Trade-On	Correspondence with CTEC, GDM, and CH re CITEC account deposit. Request notification of deposit
Benjamin Robson	Accountant	24/04/2013	0.3	235	70.50	Trade-On	Phone call from Kyoora, receive invoice and review, request payment and retrieve PO
Benjamin Robson	Accountant	24/04/2013	0.1	235	23.50	Trade-On	Receive invoice from Chandler, retrieve original email sent
Benjamin Robson	Accountant	24/04/2013	0.2	235	47.00	Employees	Phone call from David Nunn re termination payments
Benjamin Robson	Accountant	24/04/2013	1.1	235	258.50	Employees	Complete Separation certificates for Nunn, Kingston, Roebig, Windley and Lugiaro
Benjamin Robson	Accountant	24/04/2013	0.2	235	47.00	Employees	Email from aid to Caela Moss re Telstra Lines
Brittany Newman	Administration	24/04/2013	0.1	130	13.00	Trade-on	Mail in from Chandler - Tax Invoice #21951
Brittany Newman	Administration	24/04/2013	0.1	130	13.00	Trade-on	Mail in from Paradise Security Australia Pty Ltd - Invoice #137591
Caroline Helcoop	Administrative	24/04/2013	0.1	130	13.00	Administration	4.39pm Commbiz online process
Christine Alterator	Director 1	24/04/2013	0.2	485	97.00	Employees	review MYOB payment for employee super and update JS/EBZ
Christine Alterator	Director 1	24/04/2013	0.2	485	97.00	Employees	review MYOB issues re payment of wages /tip approval with KAT/JS
Christine Alterator	Director 1	24/04/2013	0.4	485	194.00	Trade-On	email in from EBZ re baby Hudson payment; amend MYOB; PC out to MF and PC to JS re amended payment; PC to KAT re approval
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.3	325	97.50	Trade-On	Travel arrangements for Michael
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.3	325	97.50	Trade-On	Payment of ST BUSINESS TRUST
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.3	325	97.50	Trade-On	Amend cash at bank into MYOB
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.5	325	162.50	Administration	Advance to employee Trevor
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.3	325	97.50	Trade-On	Advise Joe re BAS lodgments
Eloa Zuardi	Senior Accountant 2	24/04/2013	1	325	325.00	Trade-On	Amendments on BAS & MYOB voucher period Jan to Mar 2013
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.6	325	195.00	Employees	Various emails, discussions with Lucy re Super Payments due. Prepare letters and schedule, MYOB vouchers re payments
Eloa Zuardi	Senior Accountant 2	24/04/2013	0.1	325	32.50	Employees	Email in from Karin Ringes re PAYG summary
Eloa Zuardi	Senior Accountant 2	24/04/2013	1.5	325	487.50	Trade-On	Arrange Payment of wages, ABA file and MYOB voucher
Glenn O'Kearney	Director 2	24/04/2013	1.5	545	817.50	Trade-On	Cash flows/operations issues/updates employees and other issues/review constitutions. Review management fees march - liaise with Im staff re preparation of numbers/invoices/other issues
Joan Springgate	Administration	24/04/2013	0.3	130	39.00	Trade-On	Online Transfers
Joan Springgate	Administration	24/04/2013	0.5	130	65.00	Trade-On	Online Transfers
Kelly-Anne Trenfield	Senior Managing Director	24/04/2013	0.1	575	57.50	Trade-On	approve wages; payment
Kelly-Anne Trenfield	Senior Managing Director	24/04/2013	0.3	575	172.50	Trade-On	GOK re management fees; SAM re staffing/redundancies

Sally McByde	Managing Director	24/04/2013	6	550	3300.00	Employees	Meeting with staff re redundancies, discussions with staff, answering queries re redundancies, reviewing & sending separation certificates
Sally McByde	Managing Director	24/04/2013	0.2	550	110.00	Employees	Review separation certificates
Sally McByde	Managing Director	24/04/2013	1	550	550.00	Employees	Review & approve payroll, discussions with Lucy re payroll queries & issues
Sally McByde	Managing Director	24/04/2013	0.5	550	275.00	Employees	Review letters to super funds, review amounts, check supporting documentation, approve payments
Sally McByde	Managing Director	25/04/2013	0.1	550	55.00	Employees	Email from David Nuthin re redundancy payments, respond to same
Benjamin Robson	Accountant	26/04/2013	0.3	235	70.50	Trade-On	Receive consultants invoices. Preliminary consideration of spread sheet for tracking fees and related entities/funds
Benjamin Robson	Accountant	26/04/2013	0.1	235	23.50	Trade-On	Email from Darren greentree
Benjamin Robson	Accountant	26/04/2013	0.2	235	47.00	Trade-On	Obtain contact info for Luaxes, recovery of MV
Benjamin Robson	Accountant	26/04/2013	0.3	235	70.50	Trade-On	MYOB voucher for closed account balance cheque
Benjamin Robson	Accountant	26/04/2013	0.2	235	47.00	Trade-On	Email from Chandler Comm's re issue of continuing invoices. Email to SAM
Benjamin Robson	Accountant	26/04/2013	0.1	235	23.50	Trade-On	Mail in
Carly Drew	Administration	26/04/2013	2.6	130	338.00	Employees	prepared final superannuation letters, collated with cheques for signing
Carly Drew	Administration	26/04/2013	1	130	130.00	Employees	prepared final superannuation letters, collated with cheques for signing
Glenn O'Kearney	Director 2	26/04/2013	1	545	545.00	Trade-On	travel to LM office meet with Kelly re structure/staffing. Review general updates on various matters - investor issues/aalc/MPP.
Glenn O'Kearney	Director 2	26/04/2013	1	545	545.00	Trade-On	trading issues/arrange involving etc. with LOM staff/FTI staff for man fees income. Review costs info - discussions with BJR re costs/tracking etc. discussions with Kelly re cash flow/flows from funds.
Joan Springate	Administration	26/04/2013	2	130	260.00	Trade-On	Payment voucher
Kelly-Anne Trenfield	Senior Managing Director	26/04/2013	2.5	575	1437.50	Trade-On	Meeting with GOK/REZ/CMA re staffing/restructuring/ onsite reviewing operation
Sally McByde	Managing Director	26/04/2013	0.2	550	110.00	Employees	Emails from CD re super letters & payments & respond
Benjamin Robson	Accountant	29/04/2013	0.1	235	23.50	Trade-On	Perusal emails from SAM and EBZ re new Aust Post account
Benjamin Robson	Accountant	29/04/2013	0.2	235	47.00	Trade-On	Email to Hayley Serbin and TNT re account limits and current balance
Benjamin Robson	Accountant	29/04/2013	0.4	235	94.00	Trade-On	Emails with LM Staff regarding collection of Drake's car. Emails from Lucy Bloomfield re insurance on car and Missing Luaxes Car
Benjamin Robson	Accountant	29/04/2013	0.1	235	23.50	Trade-On	Draft email to Drake Insurance re Aust Post mail Box
Benjamin Robson	Accountant	29/04/2013	0.4	235	94.00	Trade-On	Email thread with SAM and LM staff regarding Chandler essential Services
Benjamin Robson	Accountant	29/04/2013	0.2	235	47.00	Trade-On	RO14
Benjamin Robson	Accountant	29/04/2013	0.1	235	23.50	Trade-On	Follow up CITEC deposit
Benjamin Robson	Accountant	29/04/2013	0.4	235	94.00	Trade-On	Correspondence with Drake Insurance re PO Box, phone call to Aust Post re new account, email to EBZ and SAM re conversation
Benjamin Robson	Accountant	29/04/2013	0.5	235	117.50	Trade-On	LM Funds Management Spreadsheet created to track consultants fees and quotes
Benjamin Robson	Accountant	29/04/2013	0.3	235	70.50	Trade-On	Correspondence with LM staff re missing motor vehicles
Benjamin Robson	Accountant	29/04/2013	0.3	235	70.50	Trade-On	RO15. Approval for both PO's, email sent, amendments to include extra parts, re sent
Benjamin Robson	Accountant	29/04/2013	0.2	235	47.00	Trade-On	Email thread to Kelvin Fair
Benjamin Robson	Accountant	29/04/2013	0.3	235	70.50	Trade-On	Follow up CITEC account deposit CH
Benjamin Robson	Accountant	29/04/2013	0.3	235	70.50	Trade-On	Audition of Solicitors into Consultants fees register
Benjamin Robson	Accountant	29/04/2013	0.8	235	188.00	Employees	Separation Certificates for remaining employees
Brittany Newman	Administration	29/04/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax invoices/Statement #40757264
Caroline Halcoop	Administrative	29/04/2013	0.1	130	13.00	Administration	4.20pm approve Commbiz transfer
Christine Alterator	Director 1	29/04/2013	0.2	485	97.00	Trade-On	PO from EBZ and approve payments in MYOB
Christine Alterator	Director 1	29/04/2013	0.4	485	194.00	Employees	EBZ re payment of employee expenses
Christine Alterator	Director 1	29/04/2013	0.1	485	48.50	Employees	email in from KAT re super clearing house and respond

Eloa Zuardi	Senior Accountant 2	29/04/2013	0.5	325	162.50	Trade-On	Phone call and emails re BAS lodgment today
Eloa Zuardi	Senior Accountant 2	29/04/2013	0.2	325	65.00	Trade-On	Follow up Macquarie Telecom re account
Eloa Zuardi	Senior Accountant 2	29/04/2013	0.5	325	162.50	Trade-On	Arrangements to open new account with Australia Post for LMA
Eloa Zuardi	Senior Accountant 2	29/04/2013	1.5	325	487.50	Administration	Update cash flow and statement of position
Eloa Zuardi	Senior Accountant 2	29/04/2013	0.5	325	162.50	Trade-On	Email in from landlord phone call to discuss lease
Eloa Zuardi	Senior Accountant 2	29/04/2013	0.3	325	97.50	Trade-On	Email in re hot water issue in the building
Eloa Zuardi	Senior Accountant 2	29/04/2013	0.5	325	162.50	Trade-On	Various emails in re purchase orders/ update schedule
Eloa Zuardi	Senior Accountant 2	29/04/2013	0.5	325	162.50	Trade-On	Various discussions re International Payment to Leung Ching Kwan Debbie
Glenn O'Kearney	Director 2	29/04/2013	0.6	545	327.00	Trade-On	Update cash flow/review bank statements etc. discussions with Eloa re SOP/cash flow. Trading issues.
Joan Springate	Administration	29/04/2013	0.1	130	13.00	Trade-On	Payment Voucher
Joan Springate	Administration	29/04/2013	0.1	130	13.00	Trade-On	Receipt Voucher
Joan Springate	Administration	29/04/2013	0.1	130	13.00	Trade-On	Receipt Voucher
Joan Springate	Administration	29/04/2013	0.1	130	13.00	Trade-On	Receipt Voucher
Joan Springate	Administration	29/04/2013	0.3	130	39.00	Trade-On	Online Transfer
Kelly-Anne Trenfield	Senior Managing Director	29/04/2013	0.5	575	287.50	Trade-On	Review and sign letters/cheques re payment of super
Sally McBryde	Managing Director	29/04/2013	0.2	550	110.00	Employees	Query from Evelyn Lugliano re entitlements & respond, review employment contract & responses from Lucy & Fran
Sally McBryde	Managing Director	29/04/2013	1.5	550	825.00	Employees	Review Separation Certificates & redundancy information for redundancies tomorrow
Sally McBryde	Managing Director	29/04/2013	2.5	550	1375.00	Employees	Update spreadsheets for current & left employees; update entitlement information
Sally McBryde	Managing Director	29/04/2013	1	550	550.00	Employees	Responding to employee queries
Sally McBryde	Managing Director	29/04/2013	0.1	550	55.00	Trade-On	Email from Sydney landlord re payment and removal of furniture
Sally McBryde	Managing Director	29/04/2013	0.1	550	55.00	Trade-On	Approve PO for Kyocera repair of photocopier
Sally McBryde	Managing Director	29/04/2013	0.1	550	55.00	Trade-On	Review & authorize employee expenses
Sally McBryde	Managing Director	29/04/2013	0.1	550	55.00	Trade-On	Emails in relation to telephone lines
Sally McBryde	Managing Director	29/04/2013	0.1	550	55.00	Trade-On	Emails re new telephone box
Sally McBryde	Managing Director	29/04/2013	0.2	550	110.00	Trade-On	Emails re payment of Sean Haydock's registration
Sally McBryde	Managing Director	29/04/2013	0.1	550	55.00	Trade-On	Review weekly staff expenses
Benjamin Robson	Accountant	30/04/2013	0.1	235	23.50	Trade-On	Email to Caroline Lough
Brittany Newman	Administration	30/04/2013	0.1	130	13.00	Administration	Amend Employment Separation Certificate for Allina Leal
Eloa Zuardi	Senior Accountant 2	30/04/2013	0.5	325	162.50	Trade-On	Follow up various payments in MYOB
Eloa Zuardi	Senior Accountant 2	30/04/2013	2.5	325	812.50	Trade-On	Attend to LM office Meeting with employees
Eloa Zuardi	Senior Accountant 2	30/04/2013	0.1	325	32.50	Employees	Email out to Kaitin re PAYG
Eloa Zuardi	Senior Accountant 2	30/04/2013	0.1	325	32.50	Trade-On	Follow up motor vehicle
Eloa Zuardi	Senior Accountant 2	30/04/2013	0.3	325	97.50	Trade-On	Phone call out to Macquarie Telecom re phone lines
Eloa Zuardi	Senior Accountant 2	30/04/2013	1	325	325.00	Trade-On	Phone call out to landlord to discuss outstanding payments Sydney office
Eloa Zuardi	Senior Accountant 2	30/04/2013	0.3	325	97.50	Trade-On	Phone call out to Telstra re phone lines
Glenn O'Kearney	Director 2	30/04/2013	1.2	545	654.00	Trade-On	Update cash flow/review bank statements etc. discussions with Eloa re SOP/cash flow. Trading issues.
Joan Springate	Administration	30/04/2013	0.1	130	13.00	Trade-On	Payment Voucher
Joan Springate	Administration	30/04/2013	0.1	130	13.00	Trade-On	Receipt Voucher
Kelly-Anne Trenfield	Senior Managing Director	30/04/2013	0.1	575	57.50	Trade-On	approve payment
Kelly-Anne Trenfield	Senior Managing Director	30/04/2013	0.2	575	115.00	Trade-On	review and sign MYOB forms and file copies of letters
Matthew Glennon	Director 1	30/04/2013	0.1	485	48.50	Administration	Email to Lucy seeking information on the UAE employee details
Matthew Glennon	Director 1	30/04/2013	0.2	485	97.00	Administration	Prepared a letter to Nick Glover for the release of any claims against LMA
Nicholas Rammelt	Administration	30/04/2013	0.1	130	13.00	Trade-On	Banking

Sally McBryde	Managing Director	30/04/2013	0.5	550	275.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration, updates on strategy, cash flow and asset position
Sally McBryde	Managing Director	30/04/2013	0.5	550	275.00	Employees	Review Deeds of Advance documentation & request payments, follow up missing information
Sally McBryde	Managing Director	30/04/2013	0.2	550	110.00	Employees	Email from Ashleigh McKenna re her role, discuss with Fran & respond to same
Sally McBryde	Managing Director	30/04/2013	0.5	550	275.00	Employees	Review letters to redundant staff, meet with staff to provide
Sally McBryde	Managing Director	30/04/2013	2.5	550	1375.00	Trade-On	Attendance on site, follow up various emails, phone calls and discussions regarding administration, dealing with trading issues
Benjamin Robson	Accountant	01/05/2013	0.6	235	141.00	Trade-On	Phone call to TNT regarding limit on account, email from TNT and response Update to consultants fees spreadsheets to include Hickey and Wood
Benjamin Robson	Accountant	01/05/2013	0.3	235	70.50	Employees	Phone call from GEERS, email to SAM and phone call back regarding likelihood of liquidations
Brittany Newman	Administration	01/05/2013	0.3	130	39.00	Administration	Call Aizer Electrical Solutions to obtain quote to fix ladies shower on level 3 and prepare Purchase Order (PO17)
Brittany Newman	Administration	01/05/2013	0.1	130	13.00	Administration	Draft 89731100
Brittany Newman	Administration	01/05/2013	0.2	130	26.00	Administration	Scan/Save Deed of Advance x 6
Brittany Newman	Administration	01/05/2013	0.1	130	13.00	Administration	Amend 8973199
Brittany Newman	Administration	01/05/2013	0.1	130	13.00	Administration	Scan/Save PO17 + email Carolyn Hodges (LM) advising appt time for plumber to attend Level 3
Brittany Newman	Administration	01/05/2013	0.3	130	39.00	Administration	Draft 89731101 - 89731106
Caroline Halcoop	Administrative	01/05/2013	0.1	130	13.00	Administration	Payment authorizing - 4.04pm
Eloa Zuardi	Senior Accountant 2	01/05/2013	2	325	650.00	Employees	Phone call from June today to update the address in the payroll system Arrange various payments re advances to employees Advise Irene re Staff Expenses paid Finalize LMA COC minutes of meeting Follow up cancellation of mobile for Karri Ringas
Eloa Zuardi	Senior Accountant 2	01/05/2013	4.3	325	1397.50	Trade-On	Email & Phone call re Macquarie Telecom Account Arrange car rego renewal for Toyota Hilux Ute - used by LM staff Sean Heydook Follow up Clear out Level 2. Advise Landlord Review vehicles listing and update re leased/owned cars and location of vehicles Phone call out re phone lines issues at LM office Review transfer of some of the staff mobiles with last redundancy employments Various emails/phone calls re transfer of Drake Insurance phone lines Update cash flow
Glenn O'Kearney	Director 2	01/05/2013	0.6	545	327.00	Trade-On	Trading issues/discussions with Eloa re cash flows/invoices/accounting records etc. Review /update cash flows.
Joan Springgate	Administration	01/05/2013	0.3	130	39.00	Trade-On	Setting up Online & Posting Online vouchers
Kelly-Anne Trenfield	Senior Managing Director	01/05/2013	0.6	575	345.00	Trade-On	Review cash flow/sop; TDI; DIB re update; CMA re invoicing; approvals of advances/Simon invoices; allocation of payments/boosts to funds; GOK re cash flow/ payment of OS funds
Sally McBryde	Managing Director	01/05/2013	2.6	550	1430.00	Employees	Review & approve ST Business invoice Responding to employee queries, dealing with queries re payroll & accrued leave from Lucy
Benjamin Robson	Accountant	02/05/2013	3.8	235	893.00	Trade-On	Draft letter to Australia Post requesting account opening Payment of ASIC invoices Request Insurance information for MV's owned by the Company. Save Subaru information Email from Belinda Rice re 30211 settlement Phone call to Kyocera to discuss PO's and arrangements for services to be performed on multiple printers Amend PO 3 and forward to Kyocera Receive and forward to Telstra change of customer form for Tony Beer. Discussion with Nicholas at Telstra re best way to proceed with multiple forms Phone call from Nicholas at Telstra Phone calls placed to 5 employees regarding continued use of existing number Follow up phone call to A. Gardner PO 18 re security Pin Pads and update of schedule Donation to Baby Hudson MYOB Voucher Request and attach supporting docs for letter of authority to Aust Post Cert of Biz registration from LM Review receipt vouchers Amend PO 16 and register Adjust vouchers in MYOB reflecting initial receipt of funds

Brittany Newman	Administration	02/05/2013	0.6	130	78.00	Administration	Mail in from Telstra - Bill Number P346 284 700-9Mail in from Web Design Magic - Tax Invoices Mail in from QLD Government Mail in from Web Design Magic - Tax Invoice #8264 Mail in from Kyoocera - Tax Invoice #2810737840 Mail in from Xerox Business Centre
Brittany Newman	Administration	02/05/2013	0.1	130	13.00	Administration	Deed of Advances between LMM and LMA
Brittany Newman	Administration	02/05/2013	0.4	130	52.00	Administration	Amend 89731100, Format & Final 8973199, Amend & Final 8973107, Amend 89731100
Brittany Newman	Administration	02/05/2013	0.6	130	78.00	Administration	Mail out to Lee Roebig - 89731101Mail out to Tracey Windley - 89731102Mail out to Evelyn Luglaro - 89731103Mail out to David Nunn - 89731104Mail out to Bronwyn Kingston - 89731105Mail out to Allina Leal - 89731106
Brittany Newman	Administration	02/05/2013	0.2	130	26.00	Administration	Amend/Final/Scan & Email 8973199 to Peter Drake + post.
Christine Alterator	Director 1	02/05/2013	0.1	485	48.50	Administration	Review LMA expenses
Eloa Zuardi	Senior Accountant 2	02/05/2013	3.1	325	1007.50	Trade-On	Email out re go via account Follow up Lucy re Payroll OSR. Follow up various transactions payments into MYOB Review letter re open new PO Box 488Payment of Web Magic Design Email in re Sentia Monthly Invoices Various emails in re Quote for Security pin pad Compile documents received re Ekard Property - Update Amend minutes of meeting COC Various emails/phone calls re various company cars / follow up P Drake
Eloa Zuardi	Senior Accountant 2	02/05/2013	0.6	325	195.00	Trade-On	Phone call & email in from Darren Hawes of Web magic Design. Advise re pre & post charges
Eloa Zuardi	Senior Accountant 2	02/05/2013	2.5	325	812.50	Employees	Follow up Offshore expense claims Prepare Payroll Report & payment for we 30.4.13 Request re Expense Claim for James Young. Review documents. Call to Irene re supporting docs missing. Prepare payments into MYOB
Eloa Zuardi	Senior Accountant 2	02/05/2013	1	325	325.00	Trade-On	Follow up payment of car rego renewal for Toyota Hilux Ute Phone call & email re Impressions Finance and printers leased for GC
Glenn O'Kearney	Director 2	02/05/2013	2	545	1090.00	Trade-On	Trading issues/sign PO's/authorize payments/queries for Eloa re accounts/leases etc Review cash flow. Amend for insurance update/removal of funds expenses etc. trading issues/approval payments. Note to Eloa re various trading issues.
Joan Springate	Administration	02/05/2013	0.5	130	65.00	Trade-On	Online payment & posting payment
Sally McBryde	Managing Director	02/05/2013	0.2	550	110.00	Trade-On	Correspondence out draft - review and note contents, make changes where necessary, to Australia Post
Sally McBryde	Managing Director	02/05/2013	3.1	550	1705.00	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Burt Insurance Review Deeds of Advances received and check documentations, approve for payment, update spreadsheet for paid advances, respond to employee queries re same Responding to employee queries, sending separation certificates
Sally McBryde	Managing Director	02/05/2013	2.1	550	1155.00	Trade-On	Review emails re security pin, & agree Attend premises, deal with employees and trading queries
Benjamin Robson	Accountant	03/05/2013	0.7	235	164.50	Trade-On	PO 16 amended, approved and re sent Follow up phone calls to employees re Telstra numbers Email from Heyley Serblin advising TNT delivery
Brittany Newman	Administration	03/05/2013	0.2	130	26.00	Administration	Mail out to JC & JP Burt - 89731100 + Resend 8973199 to Damien Hodgson
Brittany Newman	Administration	03/05/2013	1	130	130.00	Administration	Amend & Format 89731108Call to Bronte at Ifish Finance chasing response to 8973146 - reissue letter under 8974 as the account held is in the name of LM Investment Management Limited Call to WPIAS, Hickey Lawyers, Norton Rose & PKF chasing responses to correspondence send 22.03.13Scan/Save Deed of Advances x2 to H.dive
Christine Alterator	Director 1	03/05/2013	0.2	485	97.00	Trade-On	Prepares email to JS/KAT regarding outstanding payment to employee overseas; Phone Call to JS to explain request
Eloa Zuardi	Senior Accountant 2	03/05/2013	0.5	325	162.50	Trade-On	Various emails re change of ownership forms for Telstra
Glenn O'Kearney	Director 2	03/05/2013	1.5	545	817.50	Trade-On	Trading issues/cash flow/ review invoice material LMA to LMM re op costs etc. Discussions in staff re LMA reimbursements, bank accounts/correspond re closures etc. discussions CMA re MYOB
Joan Springate	Administration	03/05/2013	0.4	130	52.00	Trade-On	Receipt voucher & posting entry

Joan Springgate	Administration	03/05/2013	0.3	130	39.00	Trade-On	Online payment & posting entry
Kelly-Anne Trenfield	Senior Managing Director	03/05/2013	0.4	575	230.00	Trade-On	Update meeting; review and query payments; responses; review payments from EBZ to JA - rejected
Sally McBryde	Managing Director	03/05/2013	0.1	560	55.00	Trade-On	Review HR&S invoice from WHSO consultant, request continuation of services
Sally McBryde	Managing Director	03/05/2013	3.4	550	1870.00	Employees	Respond to Caroline Barton re deed of Advance Request payment of advances for Caroline Barton and Allina Leal Email from Lucy re various employee queries in relation to leave & leaving employees, consider & respond Dealing with employee queries Drafting & researching early claim under s4 of FEG Act
Sally McBryde	Managing Director	04/05/2013	0.2	550	110.00	Trade-On	Review & approve staff expenses
Sally McBryde	Managing Director	05/05/2013	0.6	550	330.00	Employees	Prepare entitlements worksheets, sign off separation certificates, review redundancy spreadsheet for employees leaving 7/5/13
Benjamin Robson	Accountant	06/05/2013	0.2	235	47.00	Trade-On	Review receipt vouchers for Filing Perusal Email from Nicholas Michalopoulos regarding LMIM Telstra numbers
Benjamin Robson	Accountant	06/05/2013	0.7	235	164.50	Employees	Review receipt vouchers for Filing Amerid Separation Certificates for employees
Benjamin Robson	Accountant	06/05/2013	0.7	235	164.50	Employees	Employee Telstra mobile numbers - contact several employees to determine future use of number, forward appropriate forms to employees, correspondence with Nicholas from Telstra
Brittany Newman	Administration	06/05/2013	0.6	130	78.00	Administration	Call to Caroline Sutanfo, Capital Finance regarding 8973139, Amend 897316 x3Filing
Caroline Halcoop	Administrative	06/05/2013	0.1	130	13.00	Administration	Commbiz - delete entry
Christine Alterator	Director 1	06/05/2013	3.4	485	1649.00	Administration	Amend LMA MYOB accounts - GST/PAYG/super accounts; amend loan accounts; enter missing transactions; reconcile to bank statement reconcile FTI loan account and regarding-enter transactions; enter Journal entries and FTI loan
Eloa Zuardi	Senior Accountant 2	06/05/2013	0.2	325	65.00	Employees	Enquire re Offshore expense claims
Glenn O'Keamey	Director 2	06/05/2013	1	545	545.00	Trade-On	Email and discussions re Peter Drake change of mobile phones and Drake Insurance forms submitted to Telstra Email Ben & Kevin re Internet disconnection for surfers paradise RSL building Various discussions re vehicles and arrange collection of Rev4 & Subaru from P. Drake's house Email out to Sydney landlord to advise premises vacated Various expenses claims, follow up expenses not paid last week. Process payment James Young Email in re NetXpress order NET25695008Phone call in re Webdesign magic supporting docs Email out to Telstra re various phone lines transfers Update LMA Operating costs 19/03/13 to 12/04/13
Joan Springgate	Administration	06/05/2013	0.3	130	39.00	Trade-On	Trading issues/cash flow/updates from Sally re employee issues etc.
Kelly-Anne Trenfield	Senior Managing Director	06/05/2013	0.4	575	230.00	Trade-On	Online payment & posting entry Review lease schedule and request update of outstanding issues; Review payments and approve or request payment from fund; Review and approve payments
Sally McBryde	Managing Director	06/05/2013	1.6	550	880.00	Employees	Email from Tracy Grant re redundancy payment & response there to Review Annual Leave calculation for employees being redundant 7/5, respond to Lucy with queries Email from Lucy Bloomfield re Joe Camm's annual leave accrual issue in Rockfast, review new calculation Reviewing Qid & NSW payroll tax requirements, discussion with EBZ re same Email from Allina Leal re advance, follow up payment & respond Review NSW payroll tax calculation Preparation of documentation for redundant employees Reviewing AL accrual & redundancy entitlements for employees leaving 7/5/13
Sally McBryde	Managing Director	06/05/2013	0.1	560	55.00	Trade-On	Review cash flow & top up request for expense reimbursement
Benjamin Robson	Accountant	07/05/2013	1.5	235	352.50	Trade-On	Prepare PO 19 for service of printer Email Kycocera and advise PO 19 status Perusal email from EBZ and Irene Calling re Venes water supply Final Aust Post letter, review and sign Arrange collection of MV from Peter Drake tomorrow 19 service for Kycocera printer. Email from Brenda at Kycocera and phone call to Hayley at LM Form 504 & 505 retrieved and sent to Trevor Fenwick at LM Summary of Printers at LM

Benjamin Robson	Accountant	07/05/2013	3.1	235	728.50	Trade-On	Email Chris Beaumont and advise of procedure for switching mobile to pre paid Organisation of Employee mobile phone transfers. Multiple phone calls and emails to Chris Beaumont, Amanda Gardner, Nicholas Michalopoulos, Live chat with Telstra Online to resolve issues, receive new forms and distribute Employee separation certificates for June Burt and Amanda Gardner
Brittany Newman	Administration	07/05/2013	1.3	130	169.00	Administration	Amend Minutes of Meeting of Committee of Creditors - 8973min 30.04.2013, Mail out to ANZ Banking Group Limited - 89731107 + Search postal rates for letter, Draft 89731111, Draft 8974149, Draft 89731113 & 89731114, Mail out to Mary Gardner - 89731113, Mail out to June Burt - 89731114.
Eloa Zuardi	Senior Accountant 2	07/05/2013	6.9	325	2242.50	Trade-On	Email in re policy insurances due for renewal Review Offshore expense claims for Debbie and advise Various emails re motor vehicles location & to be collected Various emails re mobile phone transfers Follow up Ben re lease agreements Finalize Payroll and follow up payment today from JSReview Macquarie Telecom Invoice received. Email out to BJR re obtaining more details of charges and increase Email in from Ben/Kelvin re internet at RSL building to be disconnected Obtain various docs and update LMA Operating costs 19/03/13 to 12/04/13 Follow up WorkCover Follow up Hickeys for B&R Email out to OSR QLD/ phone call re Payroll
Eloa Zuardi	Senior Accountant 2	07/05/2013	0.3	325	97.50	Trade-On	Email in from Tanya Web magic design - advise re various invoices and payments
Eloa Zuardi	Senior Accountant 2	07/05/2013	0.9	325	292.50	Employees	Advance to employees payments Email to Maribel re Asgard new account
Eloa Zuardi	Senior Accountant 2	07/05/2013	0.5	325	162.50	Trade-On	Phone call to Tim Hadley re WHS Visit - invoice for payment and instructions for trading going forward
Glenn O'Kearney	Director 2	07/05/2013	1.5	545	817.50	Trade-On	Cashflow/trading issues/review LMA service agreements/consider invoicing issues. Discussions with LM staff re service fee/loan management fees etc. Notes to LM staff requesting further information on this. Updates on lease schedule and collection of company assets.
Joan Spriggate	Administration	07/05/2013	0.4	130	62.00	Trade-On	On line
Kelly-Anne Trenfield	Senior Managing Director	07/05/2013	0.2	575	115.00	Trade-On	Discussion with SAM re staffing
Sally McBryde	Managing Director	07/05/2013	0.2	550	110.00	Employees	Review & approve payroll tax
Sally McBryde	Managing Director	07/05/2013	2.6	550	1430.00	Employees	Providing confirmation of employment to KAT Phillips Preparation of documentation for redundant employees, meet with employees to discuss & assist with queries re documentation & FEG form
Sally McBryde	Managing Director	07/05/2013	1	550	550.00	Trade-On	Afford premises, deal with trading issues & queries
Andrew Weatherley	Director 2	08/05/2013	0.6	545	327.00	Trade-On	SAM's email encl emp ent calcs, review and calc. Amend draft s438B report, see CD.
Benjamin Robson	Accountant	08/05/2013	2.4	235	564.00	Trade-On	Follow up Worldwide printing invoice re address. Amendments included. Calculations inputted in FUM and Consultant fee register updated. Email and attachments forward to GOK for payment Correspondence with Lesley Gould re outstanding invoices. Discussion with GOK Email from Peter Drake Amend P.O. 3 to include GST and updates PO Register Phone call to Bob Wareham Investigate Macquarie Telecom Invoice, create file not on results Email to H.Serblin re Maria Magi address
Benjamin Robson	Accountant	08/05/2013	0.2	235	47.00	Trade-On	Phone call from Amanda Gardner Receive and forward CoL form for Amanda Gardner
Brittany Newman	Administration	08/05/2013	1.5	130	195.00	Administration	8973164 to DJB again for approval, emailed to GOK also Mail in from XBC Business Centre - Tax Invoice #NS00428745Mail in from AXA Australia Super Fund Amend & Final 89731116Amend & Final 89731115Call to WorkCover QLD following up on correspondence 8973440 + prepare file note 8973fn7Scan/Save Deed of Advances x3 to H drive Filing Mail in from Jodie Leanne Mercier - Signed Employee Entitlement Worksheet Mail in from Macquarie Telecom - Tax Invoice #627850Prepare Purchase Order No. 20Amend Purchase Order No. 20
Christine Alterator	Director 1	08/05/2013	0.9	485	436.50	Trade-On	Review expenses claims; emails in from Steve Hannan regarding data; review login details for LM server and setup software requirements
Christine Alterator	Director 1	08/05/2013	0.2	485	97.00	Employees	Review payroll and funds transfer
Christine Alterator	Director 1	08/05/2013	0.4	485	194.00	Trade-On	Review payments and query missing supporting documents
Christine Alterator	Director 1	08/05/2013	0.1	485	48.50	Trade-On	Review further evidence for expense claim to employee

Eloa Zuardi	Senior Accountant 2	08/05/2013	0.2	325	65.00	Trade-On	Email in and advise Tanya of web magic design
Eloa Zuardi	Senior Accountant 2	08/05/2013	2.2	325	715.00	Employees	Follow up Asgard Email out to Maribel re AXA Australia Super Fund Prepare wages payment Follow up overseas payments Payment of subcontractor Email to Maribel re Baby Hudson payments
Eloa Zuardi	Senior Accountant 2	08/05/2013	0.2	325	65.00	Trade-On	Email out to GOK re Top Up LMA account
Glenn O'Kearney	Director 2	08/05/2013	2.8	545	1526.00	Trade-On	Note to Eloa re top up/review cash flow etc. Discussions with Lucy re service fee/invoicing/historical treatment. Review ledgers etc. and previous drawings. Review cash flow/review service agreements. Consider options for invoicing/movements of cash. Discuss with Eloa. Discussions with Kelly. Collate man fee info for prep of invoicing. Sign off on various supplier/wage payments. Updates to cash flow. Notes from Kelly re operations etc.
Joan Springgate	Administration	08/05/2013	0.3	130	39.00	Trade-On	Online's
Joan Springgate	Administration	08/05/2013	0.4	130	52.00	Trade-On	Online's
Kelly-Anne Trenfield	Senior Managing Director	08/05/2013	1.4	575	805.00	Trade-On	Email to team re operations; planning re o/s task/future strategy; review leasing updates; GOK re management fees/asset recovery/cashflows; Review and approve wages; Review SOP provided by WMS
Sally McBryde	Managing Director	08/05/2013	0.5	550	275.00	Employees	reviews; Emails to from Ian Francis re team meeting/emails re operations meeting/fees/cashflows/start comms invoices; review and approve payments on MYOB
Benjamin Robson	Accountant	09/05/2013	0.7	235	164.50	Trade-On	Emails in relation to payroll, approving payroll
Brittany Newman	Administration	09/05/2013	0.7	130	91.00	Administration	Email from Xerox re POD, forward to BNPO 1B and quote from National Security re Pin pad installations
Caroline Halcoop	Administrative	09/05/2013	0.1	130	13.00	Administration	Send PO 1B to Hayley Email to Xerox re processes going forward and PO policy
Eloa Zuardi	Senior Accountant 2	09/05/2013	0.8	325	260.00	Employees	Scan/Save Purchase Order No. 20 & email acceptance of quote and PO to Skye, Aizer Plumbing Solutions Amend 8973164Mail out to ANZ Banking Group Limited - 8973115Mail out to HSBC Bank Australia Limited - 8973116Amend 8973116003; Sean/Save 8973116001 to H drive
Glenn O'Kearney	Director 2	09/05/2013	2.3	545	1253.50	Trade-On	15.33pm Commbank transfer Phone call out to Maribel re payment summaries Follow up Maria Magi change of phones
Benjamin Robson	Accountant	10/05/2013	2.1	235	493.50	Trade-On	Discussions with Eloa re op costs/invoicing relationship between LMM/LMA. Review of MYOB/loan accounts etc. Assist with preparation of invoicing. Updating cash flows re service fee income/loan accounts. Note to Kelly re service fee process. Discussions with Mallesons re update to advice on management fees/drawing from funds/service fees. Review consultant invoices with BJR etc. Trading issues/payment approvals.
Benjamin Robson	Accountant	10/05/2013	0.3	235	70.50	Employees	Email from H Serblin re pin pads Amend MYOB vouchers for account closures Draft letter to Maria Magi re Motor Vehicle Perusal email from H Serblin re TNT Apportionment of Russells invoice to related funds, apportionment of Norton Rose invoice, update to consultants register and finalise copy for forwarding to fund managers and JD/LM
Brittany Newman	Administration	10/05/2013	0.7	130	91.00	Administration	Correspondence with Tracey Brant and Nicholas at Telstra re number transfer
Eloa Zuardi	Senior Accountant 2	10/05/2013	4	325	1300.00	Administration	Mail in from Kyoocera - Tax Invoice # 2810740206Mail in from Kyoocera - Tax Invoice # 2810739824Format & Final 89731117Amend 89731116 Mail out to Suncorp Metway Limited - 89731117 + Fax to 07 3135 2773Filing
Glenn O'Kearney	Director 2	10/05/2013	0.2	545	109.00	Trade-On	Email out re advance to employees Create MYOB account re FEG advance to employees loan Request transfer of fund into MYOB Prepare payment run of various suppliers payment in MYOB Prepare voucher for rent payment Update cashflow Various emails re vehicles to be located Maria Magi & Belinda Gantes Email to Maribel re PAYG summaries email in from Irene re overseas payments Emails in to Maribel re super/Payroll and PAYG
Joan Springgate	Administration	10/05/2013	0.1	130	13.00	Trade-On	Review cash flow and note to EBZ re fund requirement Note to EBZ re operations/cash flows etc. Bank Rec

Sally McBryde	Managing Director	10/05/2013	0.5	560	275.00	Employees	Review & sign Asgard transect application Review WorkCover calculation Sign PAYG summaries for David Nunn & Fran Gordon Call with David Nunn, discuss progress of admin, FEG claim & funds position
Sally McBryde	Managing Director	10/05/2013	0.5	560	275.00	Trade-On	Approve stationary supplies purchase Emails in relation to light repairs Quote re security pads for LM premises Review letter to Aus Post for purposes of new PO box Sign off on PO for photocopy repairs
Sally McBryde	Managing Director	11/05/2013	1	560	550.00	Employees	Updating employee entitlements spreadsheet
Benjamin Robson	Accountant	13/05/2013	0.2	235	47.00	Trade-On	Email to Staples re billing process
Benjamin Robson	Accountant	13/05/2013	0.5	235	117.50	Trade-On	Draft email to Maria Magi re telephone transfer PO7 amended to include additional Labour charges, supporting doc's attached and sent Update PO register
Benjamin Robson	Accountant	13/05/2013	0.5	235	117.50	Trade-On	Inclusion of GST to PO3 Correspondence Tim Hadley at WHSO re pre appt charges and future charges Letter to Maria re whereabouts of MV
Benjamin Robson	Accountant	13/05/2013	0.9	235	211.50	Trade-On	PO14 to include parts provided on invoices Vehicle registration renewal Kyocera copiers summary work Email to Maria Magi
Benjamin Robson	Accountant	13/05/2013	0.3	235	70.50	Trade-On	Perusal email from Tim Hadley, review of POD and supporting invoices and forward for MYOB Entry Response from Maria Magi
Benjamin Robson	Accountant	13/05/2013	0.2	235	47.00	Trade-On	Correspondence Tim Hadley and Hayley Serblin
Benjamin Robson	Accountant	13/05/2013	0.4	235	94.00	Trade-On	WHSO Quote received and reviewed Complete Telstra forms on behalf of Maria, scan to her to sign
Benjamin Robson	Accountant	13/05/2013	1	235	235.00	Trade-On	PO for WHSO consultants, update PO Register Investigate Macquarie Telecom charges, email to Robert Wareham
Brittany Newman	Administration	13/05/2013	0.4	130	52.00	Administration	Filing Mail out to HSBC Bank Australia Limited - 89731118 + Fax Scan/Save Deed of Advance for Tracey Windley
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.1	325	32.50	Administration	Follow up Macquarie Telecom invoices amended
Eloa Zuardi	Senior Accountant 2	13/05/2013	2	325	650.00	Employees	Various discussions with Maribel re Rocket reports. Review payroll reports re QLD & NSW employees. Discussions re super payments and amounts outstanding to date. Discussions re PAYG summaries pre and post app.
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.6	325	195.00	Employees	Staff Expenses WK 10.05.13, arrange payment. Email to Aline re funds staff expenses to be paid.
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.1	325	32.50	Employees	Email to Maribel re re-set annual leave
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.5	325	162.50	Employees	Email out to Asgard re new a/c for LMA. Complete form and submit, request payment to be made via EFT.
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.5	325	162.50	Trade-On	Follow up various transaction and transfers into MYOB. Email to JS re pending transactions. Update MYOB for receipts & payments
Eloa Zuardi	Senior Accountant 2	13/05/2013	1	325	325.00	Trade-On	Update cashflow and security position
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.5	325	162.50	Trade-On	Various emails in re motor vehicles in name of the Company.
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.1	325	32.50	Trade-On	Email to Menke re \$1,070.46 deposit on 08/05/13
Eloa Zuardi	Senior Accountant 2	13/05/2013	0.1	325	32.50	Trade-On	Follow up vacancy of level 2 Cavill Ave
Glenn O'Kearney	Director 2	13/05/2013	1.5	545	817.50	Trade-On	Review updated cash flow statements/SOP/bank statements etc. amend and discuss with Eloa. Prepare updates to trading SOP/wash flows/p&l and asset SOP. forward to Kelly for review and discussions. Review schedules for information. Discuss operational issues with RFZ/Sally. Review and approve various payments/transfers in MYOB. notes to Eloa re FEG loans.
Kelly-Anne Tremfield	Senior Managing Director	13/05/2013	0.2	575	115.00	Trade-On	GOK re operational issues Email from and response to Lyjke Barnett re asic reviews
Kelly-Anne Tremfield	Senior Managing Director	13/05/2013	0.1	575	57.50	Trade-On	Review SAM email re leave entitlements
Sally McBryde	Managing Director	13/05/2013	2.3	550	1265.00	Employees	Email from Ashleigh McKenna re annual leave & process, respond Reviewing emails re leave, drafting response for employees, looking at previous correspondence and circulars Approve in MYOB staff expenses Follow up re resetting AI in Rockfast payroll system

		13/05/2013	2.2	550	12,10.00	Employees	
Sally McBryde	Managing Director	13/05/2013	0.4	550	220.00	Trade-On	Updating entitlements spreadsheet, check against worksheets, compile list of queries to LM Emails re OHS inspection & approval of same Review & sign PO for relocation of phones for office move from RSL to Cavill Av Review & sign PO for repair of photocopier Review & sign PO for WH&S inspection of office premises
Brittany Newman	Administration	14/05/2013	0.3	130	39.00	Administration	Mail in from TNT Express - Tax Invoice/Statement #40864080Mail in from Care Group Pty Ltd - Tax Invoice #NW294355Filing
Eloa Zuardi	Senior Accountant 2	14/05/2013	1	325	325.00	Administration	Review invoices for period 19/03/13 to 12/04/13 and supporting documents pending
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.4	325	130.00	Trade-On	Phone call in from Christine Brum (1300 747 339) from Shred-X Pty Ltd requesting to collect a container located at the premises 333 Sussex St, Advise Landlord
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.1	325	32.50	Trade-On	Follow up 38 Cavill - Rent schedule
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.1	325	32.50	Trade-On	Follow up Lease agreements from Ben Fisher
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.3	325	97.50	Trade-On	Email in from Servcorp - Outstanding invoice, Advise Irene.
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.4	325	130.00	Employees	Email out Payment summaries requested for various employees.
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.3	325	97.50	Employees	Phone call from Sean Haydock re his Staff Expenses WK 10.05.13 - S
Eloa Zuardi	Senior Accountant 2	14/05/2013	1	325	325.00	Employees	calculation Staffing - resignation of Felicity Williams Follow up disconnection the Surfers Paradise - ZIN20002188 - which relates to Level 4 Beach road at RSL building.
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.2	325	65.00	Trade-On	Discussions with Irene re go via account & e-tags provided/collected
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.3	325	97.50	Trade-On	Update motor vehicles schedule. Obtain insurances for various motor vehicles. Draft letter re Lexus & Mazda
Eloa Zuardi	Senior Accountant 2	14/05/2013	0.5	325	162.50	Trade-On	
Kelly-Anne Trenfield	Senior Managing Director	14/05/2013	5.3	575	3047.50	Trade-On	Travel to/from and attendance on site; address staff; planning meeting re operations
Sally McBryde	Managing Director	14/05/2013	1.2	550	660.00	Employees	Attend premises, employee queries, staff meeting Email from Virginia Battison re maternity leave request Email from Cameron Kohring re entitlement query & respond to same
Sally McBryde	Managing Director	14/05/2013	0.1	550	55.00	Trade-On	Email re Drake Insurance IT line & instructions to ERZ
Benjamin Robson	Accountant	15/05/2013	0.9	235	211.50	Trade-On	Delete Bank transfers for account closures Correspondence LM staff re future procedure in information requests Correspondence LM staff re future procedure in information requests Letter sent to Mari Magi Letter sent to Belinda Gates
Brittany Newman	Administration	15/05/2013	0.4	130	52.00	Administration	Mail in from ATO - Correspondence + BAS (1-30 April 2013)Format & Final 89731.20Filing/print transaction listings for all LMA acts
Christine Alterator	Director 1	15/05/2013	0.3	485	145.50	Employees	Review wages and locate SMD for approval; deliver wages to admin for immediate processing
Daniel Midgley	Administrative Assistant	15/05/2013	0.4	130	52.00	Trade-On	Bank Reconciliation
Eloa Zuardi	Senior Accountant 2	15/05/2013	0.3	325	97.50	Employees	Draft letter for Felicity Williams
Eloa Zuardi	Senior Accountant 2	15/05/2013	2	325	650.00	Employees	Review wages to be paid. Arrange payment and MYOB vouchers for Baby Hudson donation
Joan Springate	Administration	15/05/2013	0.3	130	39.00	Trade-On	Online payment
Joan Springate	Administration	15/05/2013	0.4	130	52.00	Trade-On	Online Payment
Sally McBryde	Managing Director	15/05/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to Felicity Williams re overpayment
Sally McBryde	Managing Director	15/05/2013	0.1	550	55.00	Employees	Review & approve in MYOB payment for ST Invoice
Benjamin Robson	Accountant	16/05/2013	0.3	235	70.50	Trade-On	Vehicle registration for Hiltex used by Cameron Kohring, correspondence with SAM
Benjamin Robson	Accountant	16/05/2013	0.5	235	117.50	Trade-On	Investigation into Macquarie Telecom invoice charges, Correspondence with Eloa Zuardi re Drake Insurance line charges, obtain last paid invoices from Irene Culling

Brittany Newman	Administration	16/05/2013	1.5	130	195.00	Administration	Mail in from Kyocera - Tax Invoice #2810741839 Mail in from Kyocera - Tax Invoice #2810741836 Mail in from Kyocera - Tax Invoice #2810741833 Mail in from Kyocera - Tax Invoice #2810741818 Mail in from Kyocera - Tax Invoice #2810741842 Mail in from Kyocera - Tax Invoice #2810741841 Reconcile accts for BAS (1-30 April 2013) Format & Final 8973164 Scan/Email 89731120 + Mail out.
Christine Alterator	Director 1	16/05/2013	0.1	485	48.50	Trade-On	Review EFT Payments to LMA Trust account and Robbie and Robbie
Daniel Mitgley	Administrative Assistant	16/05/2013	0.3	130	39.00	Trade-On	Bank Reconciliation
Eloa Zuardi	Senior Accountant 2	16/05/2013	1	325	325.00	Administration	Update cashflow
Eloa Zuardi	Senior Accountant 2	16/05/2013	1.5	325	487.50	Trade-On	Review phone lines for Macquarie Telecom account. Contact Robert re charges and break up of amounts advise re payment. Finalize File note re increase on charges
Glenn O'Kearney	Director 2	16/05/2013	0.8	545	436.00	Trade-On	Review various supplier payments. Discuss with EBZ and approve. Review lease payments and approve. Amendments to cash flow. Discuss Macquarie invoice with BUR Note to DJB/GDM re steark. Update cash flow. Review and reply to query re mac invoice. Review split of invoice and discuss with EBZ.
Joan Springate	Administration	16/05/2013	0.1	130	13.00	Trade-On	Banked
Joan Springate	Administration	16/05/2013	0.1	130	13.00	Trade-On	Process online
Joan Springate	Administration	16/05/2013	0.6	130	78.00	Trade-On	Process online's
Joan Springate	Administration	16/05/2013	0.4	130	52.00	Trade-On	Online's
Joan Springate	Administration	16/05/2013	0.7	130	91.00	Trade-On	Online's
Kelly-Anne Trenfield	Senior Managing Director	16/05/2013	0.1	575	57.50	Trade-On	Map cost recovery
Kelly-Anne Trenfield	Senior Managing Director	16/05/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	16/05/2013	0.1	550	55.00	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Felicity Williams
Sally McBryde	Managing Director	16/05/2013	0.5	550	275.00	Trade-On	Dealing with insurance issues, emails & telephone call with Blue Broking, perusing previous emails to ensure adequate insurance in place
Sally McBryde	Managing Director	16/05/2013	2.5	550	1375.00	Employees	Updating entitlement spreadsheet, check against worksheets, compile list of queries to LM
Sally McBryde	Managing Director	16/05/2013	0.1	550	55.00	Employees	Emails to and from Evelyn Lugtaro re Deed of Advance documentation & how to complete
Sally McBryde	Managing Director	16/05/2013	0.1	550	55.00	Employees	Approve employee advance in MYOB
Sally McBryde	Managing Director	16/05/2013	0.1	550	55.00	Trade-On	Review & approve office supplies
Sally McBryde	Managing Director	16/05/2013	0.1	550	55.00	Trade-On	Approve payment of Cameron Kohring's car registration
Sally McBryde	Managing Director	16/05/2013	0.1	550	55.00	Trade-On	Emails in relation to moving boxes and items from Level 2 Cavill Av
Benjamin Robson	Accountant	17/05/2013	1	235	235.00	Employees	Staff Mobile Numbers update, contact various staff to confirm forms filed and which numbers relate to personal/iPad
Benjamin Robson	Accountant	17/05/2013	1	235	235.00	Trade-On	MYOB vouchers for missing transactions in Bank Statement processed
Benjamin Robson	Accountant	17/05/2013	0.5	235	117.50	Trade-On	Transfer of funds for Bank charges to employee trust account, preparation of vouchers for incoming funds from LMIM and payment to Employee advances from Trust account
Benjamin Robson	Accountant	17/05/2013	1.5	235	352.50	Trade-On	Arrange set up of new PO box, travel to Post office and confirm/pay for PO box, delivery of new keys to LMA
Benjamin Robson	Accountant	17/05/2013	0.6	235	141.00	Employees	Update Employee mobile list, inclusion of position and redundancies, re format spreadsheet and forward to EBZ
Brittany Newman	Administration	17/05/2013	0.5	130	65.00	Administration	Scan/Email 8973164 + Mail out Draft 8973123 Call to LMA to obtain Jenny Storey's (cleaner) contact details + Call to Jenny Storey Prepare BAS (1-30 April 2013)
Christine Alterator	Director 1	17/05/2013	0.5	485	242.50	Trade-On	Review payment run and investigate missing supporting docs, PC to EBZ re invoice upload issues and discuss changes.
Eloa Zuardi	Senior Accountant 2	17/05/2013	1.5	325	487.50	Administration	Review various MYOB transactions and update cashflow

Employee	Senior Accountant 2	17/05/2013	1	325	325.00	Employees	Review list of staff mobile numbers. Update and include info re positions. Email to Telstra re charges to date
Eloa Zuardi	Senior Accountant 2	17/05/2013	0.5	325	162.50	Employees	Various emails out to Maribel re annual leave re-set. Discussions re Asgard new account and super payments going forward.
Eloa Zuardi	Senior Accountant 2	17/05/2013	1	325	325.00	Trade-On	Emails re disconnection of internet services and security services for RSL building. Follow up Ben re new account. Contact paradise security and arrange disconnection and new invoices to be issued
Eloa Zuardi	Senior Accountant 2	17/05/2013	0.5	325	162.50	Trade-On	Various emails in re phones to be disconnected, form lodgments with Telstra
Glenn O'Kearney	Director 2	17/05/2013	0.5	545	272.50	Trade-On	Review and approve various MYOB entries. Other trading issues/ review invoices etc.
Joan Springgate	Administration	17/05/2013	0.1	130	13.00	Administration	Writing cheques & posting transaction
Joan Springgate	Administration	17/05/2013	0.1	130	13.00	Trade-On	Receipt vouchers & posting receipts
Joan Springgate	Administration	17/05/2013	0.1	130	13.00	Trade-On	Receipt vouchers & posting receipts
Joan Springgate	Administration	17/05/2013	0.1	130	13.00	Trade-On	Process online
Joan Springgate	Administration	17/05/2013	0.1	130	13.00	Trade-On	Authorize online
Joan Springgate	Administration	17/05/2013	0.4	130	52.00	Trade-On	Online's
Kelly-Anne Trenfield	Senior Managing Director	17/05/2013	0.1	575	57.50	Trade-On	Review cashflow/sop
Kelly-Anne Trenfield	Senior Managing Director	17/05/2013	0.1	575	57.50	Trade-On	GOK re funding/meeting
Sally McByde	Managing Director	17/05/2013	0.1	550	55.00	Employees	Arrange meeting with directors to discuss staffing/ future direction of LM
Sally McByde	Managing Director	17/05/2013	1	550	550.00	Employees	Respond to various emails & queries from employees
Sally McByde	Managing Director	17/05/2013	5.5	550	3025.00	Trade-On	Attend premises, deal with employee & trading issues
Sally McByde	Managing Director	17/05/2013	0.1	550	55.00	Trade-On	Email re staff mobiles, review listing and request costings
Benjamin Robson	Accountant	20/05/2013	0.3	235	70.50	Trade-On	PO For cancellation of Paradise Security Alarm Monitoring. Update register
Benjamin Robson	Accountant	20/05/2013	0.3	235	70.50	Trade-On	Expense claim report
Benjamin Robson	Accountant	20/05/2013	0.2	235	47.00	Trade-On	Purchase order 23 Paradise security. Correspondence with WHSO regarding WHS inspection
Benjamin Robson	Accountant	20/05/2013	0.5	235	117.50	Employees	Reimbursement of travel expenses for Chris Beaumont, approve expense claim calculations and prepare MYOB payment
Brittany Newman	Administration	20/05/2013	0.1	130	13.00	Administration	Mail in from Jones Mitchell Lawyers - Correspondence re Belinda Gates
Brittany Newman	Administration	20/05/2013	0.1	130	13.00	Administration	Amend 89731123
Brittany Newman	Administration	20/05/2013	0.2	130	26.00	Administration	Scan/Save Invoices x.11 to Payment Rungs/16.05.13
Christine Alterator	Director 1	20/05/2013	0.1	485	48.50	Trade-On	Call to Jenny Storey (cleaner) regarding Level 4, RSL Building + prepare 89731110
Christine Alterator	Director 1	20/05/2013	0.5	485	242.50	Trade-On	Review payment to Qld Transport and query with EBZ/AGT
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.2	325	65.00	Administration	Review payment run, print supporting documents and collate
Eloa Zuardi	Senior Accountant 2	20/05/2013	1	325	325.00	Administration	Follow up CMA re payment run requested last week. Scan supporting docs and save under client folder
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.2	325	65.00	Administration	Update cashflow and PO register
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.5	325	162.50	Administration	Tony Beer - Travel request - FTI Purchase Order
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.6	325	195.00	Employees	Email to Irene re Vehicle Toyota Hilux V6 4ltr Ubs Rego 646-K2M - used by Employee Cameron and split of expenses
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.2	325	65.00	Employees	PAYG tax withheld for 1 to 30 April 2013. Prepare lodgment & payment of April with ATO. Review rockfast reports
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.2	325	65.00	Employees	Advance Evelyn Lugiarto
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.5	325	162.50	Trade-On	Alarm Monitoring Cancellation for the RSL building
Eloa Zuardi	Senior Accountant 2	20/05/2013	0.3	325	97.50	Trade-On	LMA Staff Expenses Wk 17.05.13
Eloa Zuardi	Senior Accountant 2	20/05/2013	1	325	325.00	Trade-On	Review Macquarie telecom invoice re charges for service & equipment. Email to Robert re queries on charges,
Glenn O'Kearney	Director 2	20/05/2013	0.1	545	54.50	Trade-On	Review various bank reconciliations.

Glenn O'Kearney	Director 2	20/05/2013	1.4	545	763.00	Trade-On	Review updated cash flow statement / trading SOP as at 17 May 2013, discussions with Elio regarding statements, amend statements, update other versions of SOP, issue to Kelly for discussions.
Glenn O'Kearney	Director 2	20/05/2013	0.1	545	54.50	Trade-On	Review IAS statement, note to Elio
Glenn O'Kearney	Director 2	20/05/2013	0.5	545	272.50	Trade-On	Review cash flow update and approve transfer of loan funds for week, prelim review of cash flow and sop numbers
Joan Springate	Administration	20/05/2013	0.1	130	13.00	Trade-On	Process online
Joan Springate	Administration	20/05/2013	0.1	130	13.00	Trade-On	Process online
Joan Springate	Administration	20/05/2013	0.3	130	39.00	Trade-On	Online's
Joan Springate	Administration	20/05/2013	0.3	130	39.00	Trade-On	Online's
Kelly-Anne Trenfield	Senior Managing Director	20/05/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	20/05/2013	0.2	550	110.00	Trade-On	Email from CW enclosing Letters of Appointment for Blue Broking re insurance, review, scan, email same to Blue Broking
Sally McBryde	Managing Director	20/05/2013	0.2	550	110.00	Employees	Review Instalment Activity Statement, review ATO website for instruction to complete re other deductions, instructions to staff re amendments
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Employees	IAS return - ATO PAYG return - check working papers and sign where appropriate
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Trade-On	Note contents of business meeting minutes and actions required by FTI, discuss with RFZ & forward to JC to action
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Employees	Request Deed of Advance payment or Evelyn Lugiarto
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Employees	Email from Lucy & Maribel re payment of accrued annual leave to Evelyn Lugiarto
Sally McBryde	Managing Director	20/05/2013	0.2	550	110.00	Employees	Telephone call with Department of Human Services re Tracey Windley Employment Separation Certificate, discuss completion of same & advise BUR
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Employees	Email from Lucy Bloomfield re Blanca Gray position re not returned from maternity leave and response to same
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Trade-On	Review payment for employee expenses - approve in MYOB
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Trade-On	Approve PO for disconnection of security alarm from level 4 RSL building
Sally McBryde	Managing Director	20/05/2013	0.1	550	55.00	Trade-On	Consider email from EBZ re staff mobile phone costs
Benjamin Robson	Accountant	21/05/2013	0.2	235	47.00	Trade-On	Email to Paradise Security regarding Alarm Monitoring Cancellation and security charges going forward.
Benjamin Robson	Accountant	21/05/2013	0.1	235	23.50	Trade-On	Follow up ANZ bank letter
Benjamin Robson	Accountant	21/05/2013	0.3	235	70.50	Trade-On	Follow up Suncorp Account letters
Benjamin Robson	Accountant	21/05/2013	0.5	235	117.50	Trade-On	Various letters followed up, phone calls to Suncorp Bank, Australian Business Research and email correspondence with multiple representatives of each. Investigate receipt of funds and download online statements supporting documentation
Benjamin Robson	Accountant	21/05/2013	0.5	235	117.50	Trade-On	Updates to Purchase Order Register, Amendments to PO numbers and regarding scan PO's in correct files
Benjamin Robson	Accountant	21/05/2013	0.8	235	186.00	Trade-On	Purchase Order for Paradise Security technician. Correspondence with Corinne of Paradise Security regarding shut down of Cavill Ave building alarms, several phone calls and emails to investigate.
Benjamin Robson	Accountant	21/05/2013	0.4	235	94.00	Trade-On	Phone call to TSS regarding invoice allocation. Purchase Order 25 completed for invoices. Correspondence with TSS Staff
Benjamin Robson	Accountant	21/05/2013	0.4	235	94.00	Trade-On	Investigation into NZ bank account and ways to obtain Bank Statements for 2 year period. Phone calls and emails to ANZ staff
Benjamin Robson	Accountant	21/05/2013	0.2	235	47.00	Trade-On	Correspondence with Grace Records management regarding new Archive box ordering. Emails to Hayley at JM and Grant at Grace
Brittany Newman	Administration	21/05/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax Invoice/Statement #40912795

Brittany Newman	Administration	21/05/2013	0.2	130	26.00	Administration	Correspond with Ania at Corporate Traveler regarding costs for Flights, Car Hire & Accommodation. Prepare purchase order #23
Brittany Newman	Administration	21/05/2013	0.1	130	13.00	Administration	Format & Final 89731123
Brittany Newman	Administration	21/05/2013	0.1	130	13.00	Administration	Amendments to PO #23
Brittany Newman	Administration	21/05/2013	0.1	130	13.00	Administration	Scan/Email 89731123 to pdrake@lmaustralia.com + Mail out.
Caroline Halcoop	Administrative	21/05/2013	0.1	130	13.00	Administration	Process 2 x CBA Transfer - 9.57am
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.2	325	66.00	Administration	Arrange PAYG to be paid out of Brisbane
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.3	325	97.50	Administration	Email to Rob from Macquarie re split of invoices for Drake Insurance. He advised this is not possible. Email BJR and request prepare schedule of charges and draft letter to Kelvin Fair re Drake Insurance phone lines.
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.5	325	162.50	Administration	Review invoices paid to date and fund related expenses. Discussions with Irene re Staff Expenses PAID - related to funds
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.2	325	65.00	Administration	Super cheque returned - arrange new cheque to be paid
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.3	325	97.50	Administration	Follow up payment run requested last week.
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.1	325	32.50	Administration	TNT Quote for documents going to Bangkok - Personal - Donna Alexander
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.5	325	162.50	Administration	Review payroll for deductions of employees wages. Email to Maribel re lap top salary sacrifice deducted from your wages
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.5	325	162.50	Trade-On	Various phone calls/ emails from creditors re payment run not paid last week.
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.5	325	162.50	Employees	Super for April received. Review reports and batches. Email to Asgard re bank a/c details for payments.
Eloa Zuardi	Senior Accountant 2	21/05/2013	0.2	325	65.00	Trade-On	Advise BJR re Alarm Monitoring Cancellation with Paradise Security
Glenn O'Keamey	Director 2	21/05/2013	0.1	545	54.50	Trade-On	Discuss re PAYG with Eloa
Glenn O'Keamey	Director 2	21/05/2013	0.2	545	109.00	Trade-On	Note to Eloa regarding operation costs reimbursement. review purchase orders and approve. discuss fund charges with Ryan and Eloa.
Glenn O'Keamey	Director 2	21/05/2013	0.5	545	272.50	Trade-On	Review operation costs information to date. perform breakdown by fund for discussions on cost recovery. print other relevant documents for meetings.
Joan Springate	Administration	21/05/2013	0.1	130	13.00	Trade-On	Payment
Kelly-Anne Trenfield	Senior Managing Director	21/05/2013	0.1	575	57.50	Administration	Review and sign cheques re PAYG payments
Sally McBryde	Managing Director	21/05/2013	0.1	550	55.00	Trade-On	Review insurance position, emails from Blue Broking re insurance
Sally McBryde	Managing Director	21/05/2013	0.2	550	110.00	Administration	Check supporting documentation for payment, approve payment in MYOB for PAYG
Sally McBryde	Managing Director	21/05/2013	0.5	550	275.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	21/05/2013	0.1	550	55.00	Employees	Email re returned super cheque due to incorrect details in payroll system re David Harman
Sally McBryde	Managing Director	21/05/2013	4.5	550	2475.00	Employees	Updating entitlements, super, queries with LM re same, update spreadsheet
Sally McBryde	Managing Director	21/05/2013	0.1	550	55.00	Trade-On	Email from Hayley Serolin re OH&S audit & fire extinguisher testing, email response re quote for testing & consider her response
Sally McBryde	Managing Director	21/05/2013	0.1	550	55.00	Trade-On	Approve PO for Total Supplies re vacuum cleaner repair
Benjamin Robson	Accountant	22/05/2013	0.2	235	47.00	Trade-On	Call Paradise Security - Codes for pin pads, reactivation of security alarms. Advise we will not be liable for charges
Benjamin Robson	Accountant	22/05/2013	0.3	235	70.50	Trade-On	Update Cash flow for LM. Include Paradise security quarterly alarm monitoring
Benjamin Robson	Accountant	22/05/2013	0.2	235	47.00	Trade-On	PO 25 order for Paradise Security completed
Benjamin Robson	Accountant	22/05/2013	0.1	235	23.50	Trade-On	PO for Archives boxes completed
Benjamin Robson	Accountant	22/05/2013	0.2	235	47.00	Trade-On	Request forms completed for technician for Paradise Security x 2
Benjamin Robson	Accountant	22/05/2013	0.1	235	23.50	Trade-On	PO 25 scanned and sent

Benjamin Robson	Accountant		22/05/2013	0.2	235	47.00	Trade-On	Retrieve Telstra Invoices from file, Correspondence with Irene Cailing from LM and retrieval of previous invoices
Benjamin Robson	Accountant		22/05/2013	0.1	235	23.50	Trade-On	Phone call Irene Cailing LM
Benjamin Robson	Accountant		22/05/2013	0.2	235	47.00	Trade-On	MYOB voucher for receipt of \$200 k
Benjamin Robson	Accountant		22/05/2013	0.6	235	141.00	Trade-On	Add plan type to each employees mobile phone number from investigations into pre appointment invoices
Benjamin Robson	Accountant		22/05/2013	0.1	235	23.50	Trade-On	Call to iSeek regarding disconnection of internet service to RSL building
Benjamin Robson	Accountant		22/05/2013	0.1	235	23.50	Trade-On	Email to R. Horsell regarding internet disconnection
Benjamin Robson	Accountant		22/05/2013	0.1	235	23.50	Trade-On	PO sent to C.Smart
Benjamin Robson	Accountant		22/05/2013	0.2	235	47.00	Trade-On	Update to Active numbers spreadsheet with employees redundancies
Benjamin Robson	Accountant		22/05/2013	0.6	235	141.00	Trade-On	Draft email to Kevin Fair regarding Macquarie telecom. Excel Calculations of costs incurred by Drake Insurance attributed to LM invoice completed. Supporting documents retrieved and attached.
Benjamin Robson	Accountant		22/05/2013	0.2	235	47.00	Trade-On	Emails to Paradise Security and LM staff regarding installation of security codes
Benjamin Robson	Accountant		22/05/2013	0.1	236	23.50	Trade-On	Invoice received from Paradise Security, update Cash flow
Benjamin Robson	Accountant		22/05/2013	0.2	235	47.00	Trade-On	Correspondence with Paradise Security regarding Mobile Patrols and relating purchase orders
Benjamin Robson	Accountant		22/05/2013	0.1	235	23.50	Trade-On	Perusal email regarding Mobile patrols
Benjamin Robson	Accountant		22/05/2013	0.2	235	47.00	Trade-On	Review of PO 27 and confirm calculations for ordering of archive boxes, forward PO for approval
Brittany Newman	Administration		22/05/2013	0.1	130	13.00	Administration	Email Questionnaire for Directors and Officers to Lucy Bloomfield, LM
Brittany Newman	Administration		22/05/2013	0.1	130	13.00	Administration	Email 897312 & supporting documents to Peter Drake
Brittany Newman	Administration		22/05/2013	0.2	130	26.00	Administration	Filing
Caroline Halcoop	Administrative		22/05/2013	0.2	130	26.00	Administration	Process CBA Transfer x 3; delete 1 transfer - 3.25pm
Christine Alterator	Director 1		22/05/2013	0.3	485	145.50	Trade-On	Review payment rejected and see JS regarding amendments; arrange signing of authorized signatory list
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.3	325	97.50	Administration	Request details of monthly plan for Telstra staff mobiles, update schedule.
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.2	325	65.00	Administration	Advise re Macquarie Account dispute
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.1	325	32.50	Administration	Advise SAM re Jenny is no longer cleaning level 4.
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.6	325	195.00	Employees	Review payroll re various deductions/ salary offsets. Obtain details of top up and advise SAM.
Eloa Zuardi	Senior Accountant 2		22/05/2013	1.1	325	357.50	Employees	Review batches re super April submitted by Maribel thru Asgard. Various discussions re payment method. Discuss with GOK period of super payments. Advise Maribel and request cancellation of batches into Asgard.
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.1	325	32.50	Employees	Advise Irene re LMA Staff Expenses WK 17.05.13
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.5	325	162.50	Employees	Review Payment Summary 30.6.2013 Post VA for 19.3.13 for staff who had left/resigned and/or were made redundant
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.1	325	32.50	Employees	Follow up Felicity Williams re payments
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.2	325	65.00	Employees	Advance to employee Evelyn Lugiaro
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.6	325	195.00	Employees	Prepare MYOB vouchers for wages payment.
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.3	325	97.50	Trade-On	Various invoices in from paradise security, review and advise cancellation of services going forward.
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.5	325	162.50	Trade-On	Follow up various payment into MYOB
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.3	325	97.50	Trade-On	Email in from Ben re internet disconnection secondary internet link DSL with iSeek
Eloa Zuardi	Senior Accountant 2		22/05/2013	0.3	325	97.50	Trade-On	Various emails re vacate the Level 2 Cavill Av

Glenn O'Kearney	Director 2	22/05/2013	1	545	545.00	Trade-On	Prepare for meeting with Kelly regarding recovery of costs, outlays. Collate information for meeting regarding current costs outstanding/current SOP etc. calculation of time charged across various codes etc. liaise with Jo Dunn regarding time charging. discussions with RFZ regarding time charging asset specific. attendance at meeting with Kelly - discussions regarding cost recovery. discuss drake loans etc., discuss in line no doco letters, discuss trust issues/ima.
Glenn O'Kearney	Director 2	22/05/2013	0.5	545	272.50	Trade-On	Discussions with Elio regarding trading issues/super payments. review cash flow. sign off on Purchase orders.
Joan Springgate	Administration	22/05/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springgate	Administration	22/05/2013	0.6	130	78.00	Trade-On	Setting up Online payments & posting voucher
Joan Springgate	Administration	22/05/2013	0.3	130	38.00	Trade-On	Setting up Online payment & posting voucher
Joan Springgate	Administration	22/05/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting voucher
Kelly-Anne Trenfield	Senior Managing Director	22/05/2013	7	675	4025.00	Trade-On	Travel to/from site; meeting with directors re staffing; meeting with GOX/SAM re operations; Luke Barnett re resignation
Kelly-Anne Trenfield	Senior Managing Director	22/05/2013	0.3	575	172.50	Trade-On	Emails re meeting with director/team meeting/meeting with russells re operation; email/mail in
Sally McBryde	Managing Director	22/05/2013	1.5	550	825.00	Employees	Review wages, review leave calculations, emails to and from payroll department re same, approve wages
Sally McBryde	Managing Director	22/05/2013	0.2	550	110.00	Employees	Information in relation to salary sacrifice deduction & extra tax payments for employees
Sally McBryde	Managing Director	22/05/2013	0.1	550	55.00	Employees	Review & approve in MYOB weekly invoice from ST Business Trust
Sally McBryde	Managing Director	22/05/2013	2	550	1100.00	Employees	Preparation for & meeting with directors, KAT & IG to discuss staffing & direction going forward
Sally McBryde	Managing Director	22/05/2013	0.1	550	55.00	Employees	Check supporting documentation for payment, approve payment in MYOB for advance to employee
Sally McBryde	Managing Director	22/05/2013	2	550	1100.00	Trade-On	Attend premises, arrange meeting with employees to discuss staffing requirements, employee queries re payroll, general trading queries
Benjamin Robson	Accountant	23/05/2013	0.2	235	47.00	Trade-On	MYOB Payment Staff Donation
Benjamin Robson	Accountant	23/05/2013	0.1	235	23.50	Trade-On	Email to H.Serblin regarding Purchase Order 27
Benjamin Robson	Accountant	23/05/2013	0.2	235	47.00	Trade-On	Email to Elio Zuardi and Christine Alexander regarding fund related expenses
Benjamin Robson	Accountant	23/05/2013	0.4	235	94.00	Trade-On	Draft letter to Kelvin Fair regarding Macquarie Telecom charges and attach calculations and supporting documents
Benjamin Robson	Accountant	23/05/2013	0.2	235	47.00	Trade-On	Cheque requisition for cost of bank statements for investigations
Benjamin Robson	Accountant	23/05/2013	0.2	235	47.00	Trade-On	Purchase Order 27 and Correspondence with Craig Smart and Hayley Serblin
Benjamin Robson	Accountant	23/05/2013	0.1	235	23.50	Trade-On	Call to PPB advisory regarding loan agreements
Benjamin Robson	Accountant	23/05/2013	1	235	235.00	Trade-On	Vehicle registration transfer application. Obtain valuation, customer number and procedure for transferring vehicle. Draft letter of authority and attach supporting documents. Arrange for quote from mechanic regarding QLD safety certificate
Brittany Newman	Administration	23/05/2013	0.1	130	13.00	Administration	Mail in from Suncorp Bank - Correspondence re 89731117
Brittany Newman	Administration	23/05/2013	0.3	130	39.00	Administration	Call to Felicity Williams chasing response for correspondence (89731120) originally emailed/mailed 16 May 2013. Prepare 8973112 Forward original email again requesting response via phone or email.
Brittany Newman	Administration	23/05/2013	0.4	130	52.00	Administration	Review amounts listed on each PAYG summary against the Employee earnings report
Elio Zuardi	Senior Accountant 2	23/05/2013	1	325	325.00	Administration	Review Fund Related Expenses not Paid. Email to Chris re expenses not paid in last payment run
Elio Zuardi	Senior Accountant 2	23/05/2013	0.2	325	65.00	Administration	Email out to Kellie of impressions finance re payment.
Elio Zuardi	Senior Accountant 2	23/05/2013	1	325	325.00	Administration	Review various leasing contracts for LMA. Update schedule. Request further info re HP financial services and NEC - XBC services.
Elio Zuardi	Senior Accountant 2	23/05/2013	0.2	325	65.00	Administration	Email out to Merlie re deposit into LMA bank account on 08/05
Elio Zuardi	Senior Accountant 2	23/05/2013	0.3	325	97.50	Administration	Various emails in from Maribel re reports (payroll/super & employee earnings).
Elio Zuardi	Senior Accountant 2	23/05/2013	0.2	325	65.00	Administration	Follow up internet Disconnection Beach Rd

Eloa Zuardi	Senior Accountant 2	23/05/2013	0.2	325	65.00	Administration	Phone call out to Mick of Macquarie telecom re dispute
Eloa Zuardi	Senior Accountant 2	23/05/2013	0.1	325	32.50	Trade-On	Invoice in from Insemtla
Eloa Zuardi	Senior Accountant 2	23/05/2013	0.1	325	32.50	Employees	Advise Maribel re wages payment
Eloa Zuardi	Senior Accountant 2	23/05/2013	0.1	325	32.50	Employees	Email in re annual leave accrued to date
Eloa Zuardi	Senior Accountant 2	23/05/2013	1	325	325.00	Trade-On	Phone call out to Luke Barnett re Madison Estate Phone lines to be transferred. Discussions re staff mobile transfer. Arrange forms to be sent out.
Glenn O'Kearney	Director 2	23/05/2013	0.3	545	163.50	Trade-On	Notes and preparation for discussions with Ashley Tiplady regarding lra llen, mpf, assets, man fees etc. review cost matrix and current cost examples.
Glenn O'Kearney	Director 2	23/05/2013	0.2	545	109.00	Trade-On	Approve Purchase orders. discussions with Eloa and RfZ regarding fund charge backs.
Joan Springate	Administration	23/05/2013	0.1	130	13.00	Trade-On	Payment voucher & posting voucher
Kelly-Anne Trenfield	Senior Managing Director	23/05/2013	1.1	575	632.50	Trade-On	Meeting with the directors: senior staff update meeting
Kelly-Anne Trenfield	Senior Managing Director	23/05/2013	0.1	575	57.50	Trade-On	Discussion with GOK re operations/meeting with Russells
Sally McBryde	Managing Director	23/05/2013	0.1	550	55.00	Employees	Check supporting documentation for payment, approve payment in MYOB for deduction for baby Hudson
Sally McBryde	Managing Director	23/05/2013	3	550	1650.00	Employees	Meetings with senior staff re requirements going forward, prepare strategy
Sally McBryde	Managing Director	23/05/2013	0.5	550	275.00	Employees	Update entitlements spreadsheet
Sally McBryde	Managing Director	23/05/2013	0.3	550	165.00	Employees	Email from Menke Albrecht re non payment of leave, review position & respond, emails from Maribel re payment of leave
Sally McBryde	Managing Director	23/05/2013	1.6	550	880.00	Trade-On	Attend at premises, dealing with trading issues and queries from employees
Benjamin Robson	Accountant	24/05/2013	0.2	235	47.00	Trade-On	Call to FEG regarding time frame for eligibility and appointment of IP
Benjamin Robson	Accountant	24/05/2013	0.2	235	47.00	Trade-On	Correspondence with Hayley Serbin regarding Paradise security work
Benjamin Robson	Accountant	24/05/2013	0.3	235	70.50	Employees	Separation Certificate prepared for Tracey Grant
Benjamin Robson	Accountant	24/05/2013	0.3	235	70.50	Employees	Reconcile Active staff mobile numbers spreadsheet against Employee redundancy list
Brittany Newmen	Administration	24/05/2013	0.1	130	13.00	Administration	Mail in from Teistra - Phipps Bill
Brittany Newmen	Administration	24/05/2013	0.1	130	13.00	Administration	Email 89731122 to Peter Drake + Mail out. Mail out to Drake Pty Ltd & Trustees for the Drake Management Trust. 89731122
Christine Alterator	Director 1	24/05/2013	0.2	485	97.00	Trade-On	File note loan from FTI and request balance of funds be paid to LMA
Christine Alterator	Director 1	24/05/2013	0.2	485	97.00	Administration	Investigate PAYG issue in MYOB
Christine Alterator	Director 1	24/05/2013	0.1	485	48.50	Trade-On	Discuss fund level payments with KAT and draft email to EBZ
Christine Alterator	Director 1	24/05/2013	0.2	485	97.00	Trade-On	Review fund level payments and query with KAT; email update to EBZ
Eloa Zuardi	Senior Accountant 2	24/05/2013	0.2	325	65.00	Administration	Payment of rego Vehicle Toyota Hilux V6 4NR Ute RegoC46-KZM - used by Employee Cameron
Eloa Zuardi	Senior Accountant 2	24/05/2013	0.1	325	32.50	Employees	Email out to SAM re various employee terminations
Eloa Zuardi	Senior Accountant 2	24/05/2013	0.2	325	65.00	Employees	Phone call & email out re query on accrual of AL, SL, LSL post VA appt to Rockfast
Eloa Zuardi	Senior Accountant 2	24/05/2013	0.1	325	32.50	Employees	Confirm with Maribel super cancelled for April batches
Eloa Zuardi	Senior Accountant 2	24/05/2013	0.2	325	65.00	Employees	Staff Expenses WK 24.05.13 - David Nunn = \$574.37
Eloa Zuardi	Senior Accountant 2	24/05/2013	1	325	325.00	Trade-On	Review Teistra & Macquarie bill in respect to phone lines to be cancelled. Email to Ben re services going forward
Eloa Zuardi	Senior Accountant 2	24/05/2013	0.1	325	32.50	Trade-On	Email to Luke re staff mobile numbers
Kelly-Anne Trenfield	Senior Managing Director	24/05/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	24/05/2013	0.1	550	55.00	Employees	Review staff expense claim from David Nunn
Sally McBryde	Managing Director	24/05/2013	0.1	550	55.00	Employees	Review & sign Separation Certificate for Tracey Grant
Sally McBryde	Managing Director	24/05/2013	4	550	2200.00	Trade-On	Attend premises, dealing with employee and other trading queries
Tracey Rumbold	Administration	24/05/2013	0.3	130	39.00	Trade-On	Close of Account

Sally McByrde	Managing Director	25/05/2013	0.2	550	110.00	Trade-On	Email from BJR re photocopyers, review contents & respond with instructions to contact Drake Insurance re keeping copier
Kelly-Anne Trenfield	Senior Managing Director	26/05/2013	0.2	575	115.00	Trade-On	Review trading position and asset sop; alls re peter drake meeting
Andrew Weatherley	Director 2	27/05/2013	0.1	545	54.50	Trade-On	CB re split of invoice, calls and to do
Benjamin Robson	Accountant	27/05/2013	0.2	235	47.00	Trade-On	Follow up transfer of funds from Main to trust account
Benjamin Robson	Accountant	27/05/2013	0.1	235	23.50	Trade-On	Approval for visit to Post Office
Benjamin Robson	Accountant	27/05/2013	0.1	235	23.50	Trade-On	Email From Cal Stock regarding lease agreements for LMA
Benjamin Robson	Accountant	27/05/2013	0.3	235	70.50	Trade-On	Correspondence with Simon Tickner and LM staff regarding registration of Sean Haydock's vehicle
Benjamin Robson	Accountant	27/05/2013	0.2	235	47.00	Trade-On	Correspondence with H. Serbjin regarding bulk mail out
Benjamin Robson	Accountant	27/05/2013	0.2	235	47.00	Trade-On	Correspondence with H. Serbjin and Dfve Protection System and Paradise Security
Benjamin Robson	Accountant	27/05/2013	0.5	235	117.50	Employees	Review David Nunn Staff expenses and email Irene Cailing regarding supporting documents
Benjamin Robson	Accountant	27/05/2013	0.2	235	47.00	Employees	David Hairman Super cheque follow up, send back to Joan Springate for regarding issue
Brittany Newman	Administration	27/05/2013	0.6	130	78.00	Administration	Amend PAYG Summaries
Caroline Halcoop	Administrative	27/05/2013	0.1	130	13.00	Trade-On	Process CBA Transfer - 4.06PM x 2
Christine Alterator	Director 1	27/05/2013	0.2	485	97.00	Trade-On	Prepare payments and cheque cancellation requests and discuss with JS
Christine Alterator	Director 1	27/05/2013	0.2	485	97.00	Trade-On	Review Electronic Funds Transfer payments and confirm urgency of employee payment
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.1	325	32.50	Trade-On	Advise GMA re Payment run documents
Eloa Zuardi	Senior Accountant 2	27/05/2013	1	325	325.00	Administration	Update cash flow and SOP
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.4	325	130.00	Trade-On	Payroll Tax Report requested from Maribel review figures and update SOP
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.3	325	97.50	Trade-On	LMA Staff Expenses WK 17.05.13
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.2	325	65.00	Trade-On	Follow up Level 2 Cavill Av - removal of boxes
Eloa Zuardi	Senior Accountant 2	27/05/2013	1	325	325.00	Trade-On	Review lease agreements. Further info re NEC - XBC. Follow up RP financial and ifish contracts
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.5	325	162.50	Employees	Additional payment to Menke re leave
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.3	325	97.50	Trade-On	Alarm Monitoring Cancellation for the RSI, building
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.2	325	65.00	Trade-On	Investor Post - Bulk mail out request into LMA account
Eloa Zuardi	Senior Accountant 2	27/05/2013	1	325	325.00	Trade-On	Review all payments made related to funds. Arrange spreadsheet for split between funds /controllers accounts.
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.2	325	65.00	Trade-On	WHS Inspection - Quotation for inspection & testing of fire extinguishers on Levels 1 & 3, 38 Cavill Ave
Eloa Zuardi	Senior Accountant 2	27/05/2013	0.2	325	65.00	Trade-On	Update from Eloa SOP and cash flows/ review and amend. Issue KAT copy. amendments to Asset based SOP.
Glenn O'Kearney	Director 2	27/05/2013	1	545	545.00	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	27/05/2013	0.1	130	13.00	Trade-On	Online payment & posting payment
Joan Springate	Administration	27/05/2013	0.4	130	52.00	Trade-On	Taking account closure letter to bank
Joan Springate	Administration	27/05/2013	0.1	130	13.00	Trade-On	Review status of invoicing KM; discuss with CMA
Kelly-Anne Trenfield	Senior Managing Director	27/05/2013	0.1	575	57.50	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to LM for advance
Sally McByrde	Managing Director	27/05/2013	0.1	550	55.00	Employees	Reviewing entitlements for staff to be made redundant, calculate entitlements and determine staff for redundancy
Sally McByrde	Managing Director	27/05/2013	2.5	550	1375.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment of advance to Evelyn Lugiaro
Sally McByrde	Managing Director	27/05/2013	0.1	550	55.00	Employees	Approval of NetExpress office supplies
Sally McByrde	Managing Director	27/05/2013	0.1	550	55.00	Trade-On	Emails in relation to fire extinguisher testing
Sally McByrde	Managing Director	27/05/2013	0.1	550	55.00	Trade-On	Confirm all items removed from level 2, 38 Cavill Avenue & email to GOK re same
Sally McByrde	Managing Director	27/05/2013	0.1	550	55.00	Trade-On	Correspondence with Kelly and Irene Cailing regarding ANZ account statements, retrieval of statements
Benjamin Robson	Accountant	28/05/2013	0.3	235	70.50	Trade-On	

Benjamin Robson	Accountant	28/05/2013	0.1	235	23.50	Trade-On	Email to Allen's requesting invoices
Benjamin Robson	Accountant	28/05/2013	0.2	235	47.00	Trade-On	Purchase Order 31 to Ofrife systems
Benjamin Robson	Accountant	28/05/2013	0.1	235	23.50	Trade-On	Follow up Xerox contract request with Ben Fisher
Benjamin Robson	Accountant	28/05/2013	0.1	235	23.50	Trade-On	Review Allen's Linklaters invoices
Benjamin Robson	Accountant	28/05/2013	0.2	235	47.00	Trade-On	Cancellation of SunCorp cheques
Benjamin Robson	Accountant	28/05/2013	0.1	235	23.50	Trade-On	Perusal Email from H. Serjolin regarding pin pad security
Benjamin Robson	Accountant	28/05/2013	0.3	235	70.50	Employees	David Nunn Staff expenses reimbursement
Benjamin Robson	Accountant	28/05/2013	0.2	235	47.00	Employees	Phone Correspondence with Luke Barnett, regarding issue Telstra CoL form
Brittany Newman	Administration	28/05/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax Invoice #40960234
Brittany Newman	Administration	28/05/2013	0.3	130	39.00	Trade-On	Amend transaction details in MYOB
Caroline Halcoop	Administrative	28/05/2013	0.1	130	13.00	Administration	Process NAB Transfer - 3.59pm
Christine Alterator	Director 1	28/05/2013	0.1	485	48.50	Administration	Review Electronic Funds Transfer payment and see JRF for approval
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.5	325	162.50	Trade-On	Various discussions re fund related expenses to be paid from controllers accounts.
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.1	325	32.50	Administration	NEC - XBC follow up info re services provided
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.3	325	97.50	Trade-On	Review all payments made for Vehicle Toyota Hilux - Sean - 170KZL - Esanda Finance Lite Lease to be split by funds
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.3	325	97.50	Trade-On	Travel - Expense Budget - 457-459 Lygon St. Prepare PO approval and request for booking
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.3	325	97.50	Administration	Update cash flow and arrange transfers for Top up LMA account
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.3	325	97.50	Administration	Phone call out to Shelley re Fund Expenses 19.03.2013 to 27.05.2013
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.3	325	97.50	Employees	Staff Expenses WK 24.05.13
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.2	325	65.00	Employees	Email out to Asgard re cancellation of super payments.
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.5	325	162.50	Employees	Contact Asgard and advise the correct membership number for Mandy Gardiner. Discuss cheque re-issued
Eloa Zuardi	Senior Accountant 2	28/05/2013	0.3	325	97.50	Trade-On	Follow up Luke re Maddison Estate Phone Lines and his mobile transfer
Sally McByrde	Managing Director	28/05/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to David Nunn for employee expenses
Sally McByrde	Managing Director	28/05/2013	0.3	550	165.00	Employees	Review & sign PAYG summaries for terminated employees
Sally McByrde	Managing Director	28/05/2013	0.2	550	110.00	Employees	Phone call with Virginia Battison re Bianca Gray maternity leave & return to work, review details as provided in email
Sally McByrde	Managing Director	28/05/2013	2.5	550	1375.00	Trade-On	Attend premises, business meeting, discuss compliance with Carolyn Hodges, general trading & employee queries
Benjamin Robson	Accountant	29/05/2013	0.2	235	47.00	Trade-On	Reconciliation of which accounts closed and still open
Benjamin Robson	Accountant	29/05/2013	0.2	235	47.00	Trade-On	Correspondence with Donna from LM regarding signatories from FI
Benjamin Robson	Accountant	29/05/2013	0.4	235	94.00	Trade-On	New Endeavor Couriers Account, Correspondence with H. Serjolin regarding Endeavor services
Benjamin Robson	Accountant	29/05/2013	0.2	235	47.00	Trade-On	Partial payment of invoice to Worldwide printing for services to LMA
Benjamin Robson	Accountant	29/05/2013	0.1	235	23.50	Trade-On	Update Cash flow with Worldwide online payment
Benjamin Robson	Accountant	29/05/2013	0.3	235	70.50	Trade-On	Payment of Insurance policy to Action Insurance Brokers
Benjamin Robson	Accountant	29/05/2013	0.3	235	70.50	Trade-On	Investigate Allen's Linklaters invoice charges, Correspondence with Allen's Linklaters
Benjamin Robson	Accountant	29/05/2013	0.2	235	47.00	Trade-On	Purchase Order 31 to Ozfins systems
Benjamin Robson	Accountant	29/05/2013	0.2	235	47.00	Trade-On	Finalize letter to Kelvin Fair regarding Macquarie Telecom
Benjamin Robson	Accountant	29/05/2013	0.3	235	70.50	Trade-On	Review of Kycocera rental agreement for costs involved with each machine
Benjamin Robson	Accountant	29/05/2013	0.4	235	94.00	Employees	MYOB transfer of funds from Main to trust account and payment of advance to employee Evelyn Lugiaro
Benjamin Robson	Accountant	29/05/2013	0.2	235	47.00	Employees	Correspondence with Luke Barnett regarding Telstra mobile number

Caroline Haloopp	Administrative	29/05/2013	0.2	130	26.00	Administration	Process CBA Transfer - 3 @ 3.15pm and 1 @ 3.24pm
Christine Alterator	Director 1	29/05/2013	0.3	485	145.50	Trade-On	Review and query payments
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.5	325	162.50	Administration	Approval for Purchase Order - Travel - PCG and Site Inspection - AIF Landmark Australia Property (Rooky Hill)
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.3	325	97.50	Administration	Endeavour Couriers request to open a/c
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.5	325	162.50	Administration	Email in from Ben re Macquarie Telecom Invoice - numbers to be cancelled
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.3	325	97.50	Administration	Invoice in from Telstra re Account 104 2632 800. Email to Nicholas
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.3	325	97.50	Employees	Advance Evelyni Lugiaro
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.3	325	97.50	Employees	Follow up Felicity Williams re refund
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.2	325	325.00	Employees	Prepare wages payment save all files and pay staff donation, advise Maribel re payments made.
Eloa Zuardi	Senior Accountant 2	29/05/2013	0.2	325	65.00	Employees	Email out to Jenny Storey re hours charged
Glenn O'Kearney	Director 2	29/05/2013	0.2	545	109.00	Trade-On	Trading issues/sign off po and payments etc.
Joan Springate	Administration	29/05/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	29/05/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	29/05/2013	0.3	130	39.00	Trade-On	Online payment & posting payment
Joan Springate	Administration	29/05/2013	0.6	130	78.00	Trade-On	Online payment & posting payment
Joan Springate	Administration	29/05/2013	0.3	130	39.00	Trade-On	Online payment & posting payment
Joan Springate	Administration	29/05/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	29/05/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Kelly-Anne Trenfield	Senior Managing Director	29/05/2013	0.1	575	57.50	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	29/05/2013	0.1	575	57.50	Trade-On	Review and approve payroll
Kelly-Anne Trenfield	Senior Managing Director	29/05/2013	0.2	575	115.00	Trade-On	Review schedule of staff changes; query move
Sally McByrde	Managing Director	29/05/2013	0.1	550	55.00	Employees	Email re current working hours for cleaner
Sally McByrde	Managing Director	29/05/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to S Tickner
Sally McByrde	Managing Director	29/05/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to super
Sally McByrde	Managing Director	29/05/2013	1	550	550.00	Employees	Attend premises for meeting with John Corbett re redundancies
Sally McByrde	Managing Director	29/05/2013	1	550	550.00	Employees	Review wages, check AL actuals & payments, check terminated employee calculations, approve for payment
Sally McByrde	Managing Director	29/05/2013	2	550	1100.00	Employees	Update spreadsheet for employees to be made redundant
Sally McByrde	Managing Director	29/05/2013	0.1	550	55.00	Employees	Discuss Tony Beer's leave requirements with John Corbett, email Tony Beer to advise re same
Sally McByrde	Managing Director	29/05/2013	3.5	550	1925.00	Employees	Updating employee spreadsheets, determine entitlements position for report to creditors
Sally McByrde	Managing Director	29/05/2013	0.1	550	55.00	Trade-On	Review & approve PO for fire equipment inspection
Benjamin Robson	Accountant	30/05/2013	0.2	235	47.00	Trade-On	Worldwide Online Printing payment
Benjamin Robson	Accountant	30/05/2013	0.5	235	117.50	Trade-On	Obtain, save and organise bank statements for various ANZ accounts. Prepare file note on statements still need to be obtained
Benjamin Robson	Accountant	30/05/2013	0.3	235	70.50	Trade-On	Update Purchase Order Register, inclusion of Ozfire Protection Services Invoice, ensure totals balance
Benjamin Robson	Accountant	30/05/2013	0.1	235	23.50	Trade-On	Review insurance policy re regarding addressed
Benjamin Robson	Accountant	30/05/2013	1	235	235.00	Trade-On	Kyocera Copier monthly leasing costs investigations. Correspondence with Voice Print data, Kyocera and I.M. Cost schedule completed and draft email to Drake Insurance
Benjamin Robson	Accountant	30/05/2013	0.1	235	23.50	Trade-On	Forward amended Action Insurance policy to Eloa Zuardi and Christine Alterator
Benjamin Robson	Accountant	30/05/2013	0.2	235	47.00	Trade-On	Email to Kelvin Fair of Drake Insurance regarding Leasing arrangements for printer
Benjamin Robson	Accountant	30/05/2013	0.1	235	23.50	Trade-On	NEC system contract received from Ben Fisher and Reviewed
Benjamin Robson	Accountant	30/05/2013	0.2	235	47.00	Employees	Email Kelvin Fair
Benjamin Robson	Accountant	30/05/2013	0.2	235	47.00	Employees	Col. form for Telstra number submitted for Chris Beaumont

Brittany Newman	Administration	30/05/2013	0.1	130	13.00	Trade-On	Mall in from ATO - Instalment Activity Statement (1-31 May 2013)
Brittany Newman	Administration	30/05/2013	1.2	130	156.00	Administration	Scan/Save PAYG Summaries x 33. Prepare cover letter x33 (89731130 - 89731161)
Christine Alerator	Director 1	30/05/2013	0.2	485	97.00	Administration	Review Electronic Funds Transfer voucher, check account for funds and receipt balance of loan; update EBZ GOK
Christine Alerator	Director 1	30/05/2013	0.3	485	145.50	Trade-On	Review payment of insurance for motor vehicle and Phone Call to EBZ to discuss
Christine Alerator	Director 1	30/05/2013	0.1	485	48.50	Trade-On	Review payments
Eloa Zuardi	Senior Accountant 2	30/05/2013	0.5	325	162.50	Administration	Various PO's requested. Review PO register and update
Eloa Zuardi	Senior Accountant 2	30/05/2013	0.2	325	65.00	Administration	Request BIR pro rata calculation re Kyobeta printers for Drake Insurance
Eloa Zuardi	Senior Accountant 2	30/05/2013	1	325	325.00	Trade-On	Various creditors invoices received. Discuss open new a/cs with BJR. separate pre and post app invoices. Forward invoices related to funds.
Eloa Zuardi	Senior Accountant 2	30/05/2013	0.2	325	65.00	Employees	Email in re Chris Beaumont transfer form
Joan Springgate	Administration	30/05/2013	0.3	130	39.00	Trade-On	Online payment & posting payment
Joan Springgate	Administration	30/05/2013	0.3	130	39.00	Trade-On	Online payment & posting payment
Joan Springgate	Administration	30/05/2013	0.3	130	39.00	Trade-On	Online payment & posting payment
Joan Springgate	Administration	30/05/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Kelly-Anne Trenfield	Senior Managing Director	30/05/2013	0.1	575	57.50	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	30/05/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McByrde	Managing Director	30/05/2013	0.1	550	55.00	Employees	Email from KAT Phillips & response thereto in relation to redundancies
Sally McByrde	Managing Director	30/05/2013	2.2	550	1210.00	Employees	Preparing & reviewing documents for redundancies
Sally McByrde	Managing Director	30/05/2013	1.5	550	825.00	Employees	Updating employee entitlements worksheet, email various queries to Maribel
Benjamin Robson	Accountant	31/05/2013	0.2	235	47.00	Trade-On	Correspondence with Luke Briggs at Voice Print Data, forward circular to creditors
Benjamin Robson	Accountant	31/05/2013	0.3	235	70.50	Trade-On	Correspondence with Luke Barnett regarding Maddison Estate Phone Lines and Personal Telstra Number form
Benjamin Robson	Accountant	31/05/2013	0.3	235	70.50	Trade-On	Correspondence with Dibbs Barker regarding incorrect invoice amounts. Email to Joe Wood
Benjamin Robson	Accountant	31/05/2013	0.2	235	47.00	Trade-On	Enquires to Paradise security regarding Mobile petrol charges
Benjamin Robson	Accountant	31/05/2013	0.2	235	47.00	Trade-On	Correspondence with Hayley Scrabin regarding printers and serial numbers
Benjamin Robson	Accountant	31/05/2013	0.1	235	23.50	Trade-On	Email to Luke Barnett
Benjamin Robson	Accountant	31/05/2013	0.1	235	23.50	Trade-On	Email to Joe Wood
Benjamin Robson	Accountant	31/05/2013	0.1	235	23.50	Trade-On	Email to Celia Mérities
Benjamin Robson	Accountant	31/05/2013	2	235	470.00	Trade-On	Collaboration of outstanding Purchase Orders and Invoices. Correspondence with various suppliers - phone email and fax chasing up outstanding Invoices Notification to various suppliers of appointment of Administrators Organise and prepare Invoices and Purchase Orders for MYOB processing
Benjamin Robson	Accountant	31/05/2013	0.1	235	23.50	Trade-On	Correspondence with James Court regarding bank statements
Benjamin Robson	Accountant	31/05/2013	0.2	235	47.00	Trade-On	Review of staff redundancies and Telstra numbers for cancellation
Benjamin Robson	Accountant	31/05/2013	0.1	235	23.50	Trade-On	Email from Nicholas Michalopoulos regarding Cancellation Maddison Estate Lines
Brittany Newman	Administration	31/05/2013	1.4	130	182.00	Administration	Draft Employee Entitlement Worksheet x 14 + Draft 897317_Ashleigh McKenna
Brittany Newman	Administration	31/05/2013	0.2	130	26.00	Administration	Call to Maribel at LM confirming contact details for Felicity Williams. Resend 89731120 to new email address for Felicity.
Caroline Halcoop	Administrative	31/05/2013	0.1	130	13.00	Administration	Process CBA Transfer - 3.29pm.
Eloa Zuardi	Senior Accountant 2	31/05/2013	0.5	325	162.50	Trade-On	Phone call out to Menke to discuss Fund Expenses 19.03.2013 to 27.05.2013 and procedures. Phone call to Menke re meeting next week.
Eloa Zuardi	Senior Accountant 2	31/05/2013	0.1	325	32.50	Trade-On	Invoice in from Corporate Traveller Gold Coast
Eloa Zuardi	Senior Accountant 2	31/05/2013	0.1	325	32.50	Trade-On	Invoice from Paradise Security
Eloa Zuardi	Senior Accountant 2	31/05/2013	0.2	325	65.00	Employees	Follow up Maribel re Jenny Storey hours

Eloa Zuardi	Senior Accountant 2	31/05/2013	0.3	325	97.50	Employees	Employee James Untenweiger re PAYG summaries and FEG application
Eloa Zuardi	Senior Accountant 2	31/05/2013	0.2	325	65.00	Trade-On	Draft and respond to Peter's email re Motor Vehicle - Lexus LX 470 registration 1421WU
Eloa Zuardi	Senior Accountant 2	31/05/2013	1	325	325.00	Trade-On	Email in and phone call from Luke re Maddison Estate Phone Lines. Arrange cancellation with Telstra and Macquarie Telecom.
Glenn O'Keearney	Director 2	31/05/2013	0.1	545	54.50	Trade-On	Review and sign off on super payment/letter
Glenn O'Keearney	Director 2	31/05/2013	0.1	545	54.50	Trade-On	Discussions with Elob regarding reimbursements/trading issues.
Glenn O'Keearney	Director 2	31/05/2013	0.5	545	272.50	Trade-On	Review and update cash flows P&L
Joan Springgate	Administration	31/05/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Sally McBryde	Managing Director	31/05/2013	8	550	4400.00	Employees	Preparation of documentation for redundancies, attend premises for redundancies, dealing with staff queries
Benjamin Robson	Accountant	03/06/2013	0.2	235	47.00	Trade-On	Review and submit to file various payment and receipt vouchers
Benjamin Robson	Accountant	03/06/2013	0.2	235	47.00	Trade-On	Organize removal of Copier from Drake Insurance
Benjamin Robson	Accountant	03/06/2013	0.2	235	47.00	Trade-On	Correspondence with suppliers regarding Ozrite invoices
Benjamin Robson	Accountant	03/06/2013	1.2	285	282.00	Employees	Contact several employees regarding transfer of mobile numbers to personal names. Correspondence with Nicholas of Telstra, issue Col. to all redundant employees and review forms when received back for final submission
Caroline Halcoop	Administrative	03/06/2013	0.1	130	13.00	Administration	Process CBA Transfer - 3.48pm
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.2	325	66.00	Trade-On	Invoice in from STAPLES AU
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.3	325	97.50	Trade-On	Phone call and email out to Wayne from RRA re Level 4/ 9 Beach Rd rent.
Eloa Zuardi	Senior Accountant 2	03/06/2013	1	325	325.00	Administration	Update cash flow
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.2	325	65.00	Administration	Email in re Kyosera Copier to be changed from Drake Insurance
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.3	325	97.50	Administration	Email in re Rockfast invoice to be paid. Verify cash flow.
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.3	325	97.50	Employees	Review employment contract for Jenny Storey
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.5	325	162.50	Employees	Discussions re Toyota Hilux and proposed offer from employee Sean to buy the vehicle. Arrange Lloyds valuation and analysis of market price
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.1	325	32.50	Employees	Email to BJR re Mobile Phones to be transferred
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.2	325	65.00	Employees	Email to BJR re Advance to employees to be paid
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.2	325	65.00	Employees	Email to employee Bryce re PAYG Summary
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.1	325	32.50	Employees	Update employee address for Ashleigh McKenna
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.1	325	32.50	Employees	Advise Irene re Staff Expenses WK 24.05.13 - David Nunn = \$574.37
Eloa Zuardi	Senior Accountant 2	03/06/2013	0.1	325	32.50	Employees	Email in from Michelle re mobile number
Eloa Zuardi	Senior Accountant 2	03/06/2013	1	325	325.00	Employees	Committee of Creditors Meeting
Glenn O'Keearney	Director 2	03/06/2013	1	545	545.00	Trade-On	Review cash flow forecast and SOP prepared by Elob. amendments to cash flow/SOP monthly budget. review bank accounts. Follow up Ashley regarding advices on charging. collate information for discussions team meeting. note to Elob regarding cash transfer for weekly payments. review and discuss MYOB entries with BJR.
Sally McBryde	Managing Director	03/06/2013	0.1	550	56.00	Trade-On	Review cash flow
Sally McBryde	Managing Director	03/06/2013	0.2	550	110.00	Employees	Review letters to employees enclosing PAYG summaries & make amendments
Sally McBryde	Managing Director	03/06/2013	0.3	550	165.00	Employees	Call to Brigit Zammit re redundancy, advise Fran of outcome
Sally McBryde	Managing Director	03/06/2013	1	550	550.00	Employees	Updating redundancy documents for employees made redundant on Friday but with future finishing dates
Sally McBryde	Managing Director	03/06/2013	1	550	550.00	Employees	Attend premises, meet with Sean Heydock re redundancy and issues outstanding, discuss extension of work period to 14/5 & possible contracting after that
Sally McBryde	Managing Director	03/06/2013	0.2	550	110.00	Employees	Call from David Nunn re MIF meeting & 2nd meeting of creditors, discuss status of admin

Sally McBryde	Managing Director	03/06/2013	0.2	550	110.00	Employees	110.00	Employees	Email from ERZ re Jenny Storey working hours, review contract & determine way forward
Sally McBryde	Managing Director	03/06/2013	0.7	550	385.00	Employees	385.00	Employees	Amending redundancy documents for staff made redundant last week
Sally McBryde	Managing Director	03/06/2013	0.1	550	55.00	Trade-On	55.00	Trade-On	Review & approve PO for repair of fire extinguishers
Sally McBryde	Managing Director	03/06/2013	0.2	550	110.00	Trade-On	110.00	Trade-On	Dealing with mobile phones for employees (note redundant, various queries)
Sally McBryde	Managing Director	03/06/2013	0.1	550	55.00	Trade-On	55.00	Trade-On	Emails re Rockfast invoice & payment, request further details & invoice shorter timeframe
Benjamin Robson	Accountant	04/06/2013	0.2	235	47.00	Trade-On	47.00	Trade-On	Fire Extinguishers LM
Benjamin Robson	Accountant	04/06/2013	0.1	235	23.50	Trade-On	23.50	Trade-On	Organise removal of printer from Drake Insurance
Benjamin Robson	Accountant	04/06/2013	0.1	235	23.50	Trade-On	23.50	Trade-On	Correspondence with Loyds regarding Hilux valuation
Benjamin Robson	Accountant	04/06/2013	0.2	235	47.00	Trade-On	47.00	Trade-On	Correct MYOB coding for advance to employee
Benjamin Robson	Accountant	04/06/2013	0.1	235	23.50	Trade-On	23.50	Trade-On	Phone call to Jamie Harrison of Xerox
Benjamin Robson	Accountant	04/06/2013	0.2	235	47.00	Trade-On	47.00	Trade-On	Correspondence with Michelle Ballard regarding change of customer forms
Benjamin Robson	Accountant	04/06/2013	0.2	235	47.00	Trade-On	47.00	Trade-On	Correspondence with Jamie Harrison regarding Xerox supplier of printers and options, referred to GC office
Benjamin Robson	Accountant	04/06/2013	0.2	235	47.00	Trade-On	47.00	Trade-On	Correspondence with Sean at Xerox regarding supply of new printers
Benjamin Robson	Accountant	04/06/2013	0.1	235	23.50	Employees	23.50	Employees	Send Col Telstra form to Eryn Vanucci
Benjamin Robson	Accountant	04/06/2013	0.2	235	47.00	Employees	47.00	Employees	Correspondence with Eryn Vanucci and submission of Col. form to Telstra
Benjamin Robson	Accountant	04/06/2013	0.1	235	23.50	Employees	23.50	Employees	Correspondence with Ashleigh McKenna and forward Col. form
Benjamin Robson	Accountant	04/06/2013	0.2	235	47.00	Employees	47.00	Employees	Various employee correspondence and forwarding of Telstra forms to Nicholais at Telstra
Brittany Newman	Administration	04/06/2013	0.1	130	13.00	Administration	13.00	Administration	Mail in from TNT Express - Tax Invoice/Statement #41011826
Brittany Newman	Administration	04/06/2013	0.5	130	65.00	Administration	65.00	Administration	Call to Aegard regarding correspondence received 27 May 2013. Prepare 8973fn19.
Brittany Newman	Administration	04/06/2013	0.2	130	26.00	Administration	26.00	Administration	Scan/Save Deed of Advances x3 + Email Deed to Menke Albrecht
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.5	325	162.50	Administration	162.50	Administration	Various discussions re Rockfast invoice to be paid. Phone call to Tony and Ray to discuss payment terms. Draft Itr confirming payment will be made. Advise Maribel no issued to run payroll this week. Arrange payment in MYOB
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.5	325	162.50	Administration	162.50	Administration	Review report re Payroll tax payable for May. Arrange payment
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.1	325	32.50	Administration	32.50	Administration	Email in re Statement from Search Factory Pty Ltd
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.6	325	195.00	Trade-On	195.00	Trade-On	Phone call out to follow up Irene re HP Lease agreements. Email from HP re end of contracts. Update cash flow
Eloa Zuardi	Senior Accountant 2	04/06/2013	1	325	325.00	Trade-On	325.00	Trade-On	Follow up Ben Fisher re phone lines. Email out to Macquarie re phone lines to be disconnected. Phone call out to Macquarie Telecom re dispute on invoice.
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.5	325	162.50	Trade-On	162.50	Trade-On	Govia - Request for closure of account
Eloa Zuardi	Senior Accountant 2	04/06/2013	1	325	325.00	Employees	325.00	Employees	Draft minutes re Committee of Creditors Meeting
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.2	325	65.00	Employees	65.00	Employees	Request payment of Advance to employees
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.3	325	97.50	Employees	97.50	Employees	Email out to SAM re employment contract to be amended for employee Jennifer Storey
Eloa Zuardi	Senior Accountant 2	04/06/2013	0.3	325	97.50	Employees	97.50	Employees	Discussions with Tony from Rockfast re query on accrual of AL, SL, LSL, post VA appt
Glenn O'Kearney	Director 2	04/06/2013	0.2	545	109.00	Trade-On	109.00	Trade-On	Discuss MYOB payments/processes sit with Team, discuss payments/receipts with Joan.
Joan Springate	Administration	04/06/2013	0.1	130	13.00	Trade-On	13.00	Trade-On	Payment voucher & posting payment
Sally McBryde	Managing Director	04/06/2013	0.1	550	55.00	Employees	55.00	Employees	Review payroll tax calculations for NSW & approve to process
Sally McBryde	Managing Director	04/06/2013	0.1	550	55.00	Employees	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to NSW payroll tax
Sally McBryde	Managing Director	04/06/2013	0.5	550	275.00	Employees	275.00	Employees	Preparation of redundancy documents and amendments where applicable
Sally McBryde	Managing Director	04/06/2013	0.1	550	55.00	Employees	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to employees for advances
Sally McBryde	Managing Director	04/06/2013	2	550	1100.00	Employees	1100.00	Employees	Updating employee entitlements spreadsheet for recent redundancies

Sally McBryde	Managing Director	04/06/2013	2.5	550	1375.00	Trade-On	Attend premises, make redundancies, answer queries from redundant staff
Sally McBryde	Managing Director	04/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking vouchers for payment to Rockfast
Benjamin Robson	Accountant	05/06/2013	0.2	235	47.00	Trade-On	Purchase Order 34 to Kycera regarding removal of printer
Benjamin Robson	Accountant	05/06/2013	0.2	235	47.00	Trade-On	Purchase Order 34 for removal of printer from Drake Insurance
Benjamin Robson	Accountant	05/06/2013	0.1	235	23.50	Trade-On	Review vouchers for filing
Benjamin Robson	Accountant	05/06/2013	0.1	235	23.50	Trade-On	Correspondence with Paradise security regarding overdue bills
Benjamin Robson	Accountant	05/06/2013	2.5	235	587.50	Trade-On	Invoice payment run work. Revise all purchase orders, track down all missing invoices and prepare MYOB vouchers with supporting documents for payment to multiple suppliers. Set up of new counter parties in MYOB and update of Purchase Order register with items paid and outstanding.
Benjamin Robson	Accountant	05/06/2013	0.2	235	47.00	Trade-On	Correspondence with Sean Heydock regarding Hflux, email to Lloyds valuator
Benjamin Robson	Accountant	05/06/2013	0.1	235	23.50	Employees	Correspondence with KAT Phillips regarding Mobile transfer
Brittany Newman	Administration	05/06/2013	0.1	130	13.00	Administration	Call to Maribel to confirm Felicity Williams mobile number. Call to Felicity chasing up response to correspondence sent 16 and 31 May 2013. Prepare 8975fm20.
Caroline Halcoop	Administrative	05/06/2013	0.1	130	13.00	Administration	Process CBA Transfer - 3.33pm
Eloa Zuardi	Senior Accountant 2	05/06/2013	0.3	325	97.50	Trade-On	Email out to Ben re various items to be located re HP Lease agreements
Eloa Zuardi	Senior Accountant 2	05/06/2013	0.5	325	162.50	Trade-On	Review payment run for various suppliers
Eloa Zuardi	Senior Accountant 2	05/06/2013	0.5	325	162.50	Trade-On	Review contract re NEC telephone system & communications server
Eloa Zuardi	Senior Accountant 2	05/06/2013	1	325	325.00	Administration	Update cash flow
Eloa Zuardi	Senior Accountant 2	05/06/2013	1	325	325.00	Employees	Wages payment
Glenn O'Keamey	Director 2	05/06/2013	0.2	545	109.00	Trade-On	Review wand sign off on various trading payments lma. review cash flow for reference.
Joan Springate	Administration	05/06/2013	0.4	130	52.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	05/06/2013	0.4	130	52.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	05/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	05/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking vouchers for payment to WorkCover
Sally McBryde	Managing Director	05/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to Baronsand re level 3 38 Cavill Av
Sally McBryde	Managing Director	05/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking vouchers for payment to ST Business Trust
Sally McBryde	Managing Director	05/06/2013	4	550	2200.00	Employees	Reviewing leave balances for redundant employees, reviewing wages, various queries re calculations, approve wages
Sally McBryde	Managing Director	05/06/2013	0.1	550	55.00	Trade-On	Review & sign PO for repair to fire extinguishers
Sally McBryde	Managing Director	05/06/2013	0.1	550	55.00	Trade-On	Approve PO for office supplies for NetExpress
Benjamin Robson	Accountant	06/06/2013	0.2	235	47.00	Trade-On	Calls to Venes Water supply for account details, 2 calls. No response
Benjamin Robson	Accountant	06/06/2013	0.3	235	70.50	Trade-On	Finalise invoice payment batch for authorisation
Benjamin Robson	Accountant	06/06/2013	0.2	235	47.00	Trade-On	Receipt of funds - loan from LMIM
Benjamin Robson	Accountant	06/06/2013	0.5	235	117.50	Trade-On	Correspondence with Xerox sales representative and SAM regarding possible installation of new Printing supplier to cut down costs. Review of Xerox proposal
Benjamin Robson	Accountant	06/06/2013	0.2	235	47.00	Employees	Separation certificate Menke Albrecht
Brittany Newman	Administration	06/06/2013	0.1	130	13.00	Administration	Draft 8973162 to Felicity Williams
Caroline Halcoop	Administrative	06/06/2013	0.1	130	13.00	Administration	Process CBA Transfer - 4.00PM
Christine Alkator	Director 1	06/06/2013	0.2	485	97.00	Trade-On	Review Electronic Funds Transfer payments and seek approval
Eloa Zuardi	Senior Accountant 2	06/06/2013	0.2	325	65.00	Administration	Update MYOB re various receipt vouchers
Eloa Zuardi	Senior Accountant 2	06/06/2013	0.1	325	32.50	Trade-On	Follow up Bank reconciliation
Eloa Zuardi	Senior Accountant 2	06/06/2013	0.3	325	97.50	Trade-On	NEC invoices received. review contract with NEC business Centre

Eloa Zuardi	Senior Accountant 2	06/06/2013	0.3	325	97.50	Trade-On	Various invoices received from Grace Records
Eloa Zuardi	Senior Accountant 2	06/06/2013	0.5	325	162.50	Employees	Phone call out to Maribel re Payroll Tax and request of info. Review application for payroll tax.
Eloa Zuardi	Senior Accountant 2	06/06/2013	0.2	325	65.00	Employees	Draft follow up to Felicity Williams
Eloa Zuardi	Senior Accountant 2	06/06/2013	0.2	325	65.00	Employees	Arrange advance to employees Caroline Lough, Ashleigh Makenna
Eloa Zuardi	Senior Accountant 2	06/06/2013	1	325	325.00	Employees	Arrange additional payment re wages. Review ABA file, phone call to Maribel to confirm amounts for payment, amendments on reports
Glenn O'Keamey	Director 2	06/06/2013	0.4	545	218.00	Trade-On	Prepare split trading SOP and p&L
Joan Springate	Administration	06/06/2013	0.1	130	13.00	Trade-On	Receiving cheque & deposit books, making sure there have the correct name & coding them
Joan Springate	Administration	06/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	06/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	06/06/2013	0.1	130	13.00	Trade-On	Bank Rec
Kelly-Anne Trenfield	Senior Managing Director	06/06/2013	0.1	575	57.50	Trade-On	GOK re sop/operations/fee recovery
Kelly-Anne Trenfield	Senior Managing Director	06/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	06/06/2013	0.1	575	57.50	Trade-On	SAM re staff movements, emails in
Sally McBryde	Managing Director	06/06/2013	0.3	550	165.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	06/06/2013	0.1	550	55.00	Employees	Emails regarding payroll tax setup
Sally McBryde	Managing Director	06/06/2013	0.1	550	55.00	Employees	Follow up repayment of overpayment of wages to Felicity Williams
Sally McBryde	Managing Director	06/06/2013	1.5	550	825.00	Employees	Updating redundancy documentation & spreadsheets for employees made redundant 31/5/13
Sally McBryde	Managing Director	06/06/2013	0.5	550	275.00	Employees	Reviewing Deeds of Advance for employees requesting advances, request payments, update control spreadsheet
Sally McBryde	Managing Director	06/06/2013	0.2	550	110.00	Employees	Review & sign letters to terminated employees containing PAYG Summaries
Sally McBryde	Managing Director	06/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to Felicity Williams
Sally McBryde	Managing Director	06/06/2013	0.1	550	55.00	Employees	Review & sign separation certificates for Menke Albrecht, email same to her
Sally McBryde	Managing Director	06/06/2013	0.2	550	110.00	Employees	Update organisational chart
Sally McBryde	Managing Director	06/06/2013	0.8	550	440.00	Employees	Review payroll reports for staff underpaid yesterday, emails to & from Maribel, review documentation, approve in MYOB, request Maribel to advise employees impacted
Sally McBryde	Managing Director	06/06/2013	0.1	550	55.00	Employees	Review & sign Q4 payroll tax form
Benjamin Robson	Accountant	07/06/2013	0.2	235	47.00	Trade-On	Correspondence with Colin of Ozfire regarding fire safety invoices
Benjamin Robson	Accountant	07/06/2013	0.4	235	94.00	Trade-On	Investigate Aust Post account details, Correspondence with Irene at LM and Aust Post staff. Draft letter to Aust Post
Benjamin Robson	Accountant	07/06/2013	0.3	235	70.50	Trade-On	Receipt transfer of funds for employee advances into MYOB
Benjamin Robson	Accountant	07/06/2013	0.2	235	47.00	Trade-On	Correspondence with Brett Campbell regarding Xerox printer proposal
Benjamin Robson	Accountant	07/06/2013	0.1	235	23.50	Trade-On	Email to Hayley Serblin regarding Xerox proposal
Benjamin Robson	Accountant	07/06/2013	0.3	235	70.50	Trade-On	Receipt funds into 3 bank accounts regarding Bank charges
Benjamin Robson	Accountant	07/06/2013	0.3	235	70.50	Trade-On	Follow up Macquarie Telecom investigation, Correspondence with Kelvin Fair
Benjamin Robson	Accountant	07/06/2013	0.3	235	70.50	Trade-On	KAT Phillips Col. form, Correspondence with Nicholas at Telstra
Brittany Newman	Administration	07/06/2013	0.1	130	13.00	Administration	Mail in from Kyocera - Tax Invoice #2810746449
Brittany Newman	Administration	07/06/2013	0.1	130	13.00	Administration	Mail out to Menke Albrecht - Employment Separation Certificate
Brittany Newman	Administration	07/06/2013	0.4	130	52.00	Administration	Mail out to LM Employees x - 89731130 - 89731161 & 89731166
Brittany Newman	Administration	07/06/2013	0.1	130	13.00	Administration	Mail in from Macquarie Telecom - Tax Invoice #631546
Brittany Newman	Administration	07/06/2013	0.1	130	13.00	Administration	Mail in from Australia Post - Correspondence re: mail redirection
Brittany Newman	Administration	07/06/2013	0.1	130	13.00	Administration	Mail out to Michelle Ballard - 8973r7
Brittany Newman	Administration	07/06/2013	0.1	130	13.00	Administration	Sandy Email 89731162 to Felicity Williams + Mail out

Brittany Newman	Administration	07/06/2013	0.8	130	104.00	Administration	Filing
Christine Alterator	Director 1	07/06/2013	0.1	485	48.50	Trade-On	Review Electronic Funds Transfer payments
Eloa Zuardi	Senior Accountant 2	07/06/2013	1	325	325.00	Trade-On	Review payment run various creditors invoices
Eloa Zuardi	Senior Accountant 2	07/06/2013	0.2	325	65.00	Trade-On	Phone call out to Irene re Australia Post charges, advise new a/c open
Joan Springate	Administration	07/06/2013	0.3	130	39.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	07/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	07/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	07/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	07/06/2013	0.1	550	55.00	Trade-On	View minutes of LM business meeting
Sally McBryde	Managing Director	07/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment of advances to employees
Sally McBryde	Managing Director	07/06/2013	0.5	550	275.00	Employees	Various emails to employees leaving today, send amended termination letters, review Deed of Advance documentation
Sally McBryde	Managing Director	07/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Rockfast
Eloa Zuardi	Senior Accountant 2	10/06/2013	0.2	325	65.00	Administration	STAPLES AU Rejected documents
Benjamin Robson	Accountant	11/06/2013	0.2	235	47.00	Trade-On	Draft letter to Aus Post requesting account details
Benjamin Robson	Accountant	11/06/2013	1.5	235	352.50	Trade-On	Follow up Aus Post account details. Printer cost analysis work regarding Xerox printers Complice Purchase Order's relating to Grace records management and review
Benjamin Robson	Accountant	11/06/2013	0.3	235	70.50	Trade-On	Draft Letter to fish finance regarding continued use of contract
Benjamin Robson	Accountant	11/06/2013	0.2	235	47.00	Trade-On	Phone call to fish finance requesting copies of invoices
Benjamin Robson	Accountant	11/06/2013	0.3	235	70.50	Trade-On	Correspondence with Grace records Management regarding pre appointment debt and outstanding invoices
Benjamin Robson	Accountant	11/06/2013	0.3	235	70.50	Trade-On	Correspondence with Australia Post regarding direction for TSM mail. Email to Heather Summer
Benjamin Robson	Accountant	11/06/2013	0.1	235	23.50	Trade-On	Email Carol at Macquarie regarding continued use of rental equipment
Benjamin Robson	Accountant	11/06/2013	0.5	235	117.50	Trade-On	Quick printer cost analysis comparison between current arrangement and NEC proposal
Benjamin Robson	Accountant	11/06/2013	0.2	235	47.00	Trade-On	Correspondence with Carol from Macquarie regarding rental agreement, POP and likelihood of dividend
Benjamin Robson	Accountant	11/06/2013	0.1	235	23.50	Trade-On	Correspondence with Hickey regarding outstanding invoices
Benjamin Robson	Accountant	11/06/2013	0.4	235	94.00	Employees	Research into separation certificate effect on Austudy payments for Menke Abrecht. Correspondence with Menke and Centrelink staff
Benjamin Robson	Accountant	11/06/2013	0.1	235	23.50	Employees	Amended Col. form submitted for KAT Phillips
Benjamin Robson	Accountant	11/06/2013	0.3	235	70.50	Employees	Advances to Caroline Lough and Ashleigh McKenna
Brittany Newman	Administration	11/06/2013	0.1	130	13.00	Administration	Check PAYG Payment Summary totals against Rockfast report
Christine Alterator	Director 1	11/06/2013	0.1	485	48.50	Employees	Review payments to employees
Christine Alterator	Director 1	11/06/2013	0.1	485	48.50	Trade-On	Review various Electronic Funds Transfer payments and print Rockfast invoice
Eloa Zuardi	Senior Accountant 2	11/06/2013	1.5	325	487.50	Administration	Update cash flow
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.1	325	32.50	Administration	Update Ashleigh McKenna's email and postal address
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.1	325	32.50	Administration	Email in from Zoran re reimbursements
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.5	325	162.50	Administration	Invoice in from Macquarie Telecom. Update listing of phones. Email to create insurance re charges.
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.5	325	162.50	Administration	PAYG tax withheld - May/2013
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.5	325	162.50	Administration	Various emails in and phone calls re Urgent request for approval re Australia Post
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.2	325	65.00	Trade-On	Circle News - chasing payment of invoice \$341
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.1	325	32.50	Employees	Follow up payment of additional wages
Eloa Zuardi	Senior Accountant 2	11/06/2013	0.3	325	97.50	Employees	Review Payment Summary post VA for redundant staff WE 4.6.13

Glenn O'Kearney	Director 2	11/06/2013	0.1	545	54.50	Trade-On	Review bank reconciliation's various accounts.
Glenn O'Kearney	Director 2	11/06/2013	0.1	545	54.50	Trade-On	Review draft disclaimer letter LMA franking machine. review draft letter Aus post regarding account.
Glenn O'Kearney	Director 2	11/06/2013	1	545	545.00	Trade-On	Review cash flow trading SOP from Elob - queries for Elob - make amendments including splitting lma/fhlm sop's. note to Kelly with this weeks info.
Jean Springgate	Administration	11/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	11/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Trade-On	Approve NetExpress order
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Employees	Receipt - check supporting documentation and coding of receipt voucher, approve in MYOB for employee advances
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Employees	IAS return - ATO PAYG return - check working papers and sign where appropriate.
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Employees	Email from Maribel re payment of KAT, Eghard & Caroline for additional amounts that were not paid in payroll
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Employees	Email from Jason Brindley re change to termination date due to starting new position, agreed with new date
Sally McBryde	Managing Director	11/06/2013	2.5	550	1375.00	Employees	Attend premises, meet with Birgit Zammit re redundancy, discussions with Fran re her position & timing of termination, update on DOCA discussions etc.
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Employees	Email to Tracey Windley re unpaid wages of Max Carey, advise re MPF & provide FEQ details
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Employees	Email from Menke Albrecht re query on separation certificate, email from BJR providing response
Sally McBryde	Managing Director	11/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to employees for advances
Sally McBryde	Managing Director	11/06/2013	1	550	550.00	Employees	Updating employee entitlement spreadsheet
Sally McBryde	Managing Director	11/06/2013	0.2	550	110.00	Trade-On	Review analysis of obtaining new copiers, provide confirmation to obtain 2 new printers and disclaim balance
Benjamin Robson	Accountant	12/06/2013	0.2	235	47.00	Trade-On	Correspondence with Brett Campbell at Xerox regarding Printer installs
Benjamin Robson	Accountant	12/06/2013	0.5	235	117.50	Trade-On	Meeting with Brett Campbell and Shaun Lyatt from Xerox
Benjamin Robson	Accountant	12/06/2013	0.3	235	70.50	Trade-On	Purchase Order 36 and Correspondence with Brett Campbell of Xerox
Benjamin Robson	Accountant	12/06/2013	0.1	235	23.50	Trade-On	Email Tanya at Web Design regarding contract proposal
Benjamin Robson	Accountant	12/06/2013	0.2	235	47.00	Trade-On	Receipt of Loan from LMM funds into account
Benjamin Robson	Accountant	12/06/2013	0.3	235	70.50	Trade-On	Follow up several Accountants and Solicitors for B&R requests
Benjamin Robson	Accountant	12/06/2013	0.1	235	23.50	Trade-On	Email from Robert Tassel
Benjamin Robson	Accountant	12/06/2013	0.1	235	23.50	Trade-On	Email from Nichole Karamithas
Benjamin Robson	Accountant	12/06/2013	0.1	235	23.50	Trade-On	Email from Scott McMurtrie
Benjamin Robson	Accountant	12/06/2013	0.2	235	47.00	Employees	Convert Luke Barnett JPEG to PDF Col. form and send to Telstra
Benjamin Robson	Accountant	12/06/2013	0.2	235	47.00	Employees	Follow up advances to employees and request dead of advances
Benjamin Robson	Accountant	12/06/2013	0.1	235	23.50	Employees	Email Nicholas at Telstra regarding Luke Barnett
Brittany Newman	Administration	12/06/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax Invoice #41067606
Brittany Newman	Administration	12/06/2013	0.1	130	13.00	Administration	Amend 89731168
Brittany Newman	Administration	12/06/2013	0.5	130	65.00	Administration	Scan/Save PAYG Summaries x8 + Draft 89731172 x8
Brittany Newman	Administration	12/06/2013	0.1	130	13.00	Administration	Amend 89731172
Brittany Newman	Administration	12/06/2013	0.1	130	13.00	Administration	Mail 89731167 out to Bartonisand Pty Ltd C/- Robbie Robble & Associates Pty Ltd
Brittany Newman	Administration	12/06/2013	0.1	130	13.00	Administration	Amend & Final 89731172
Brittany Newman	Administration	12/06/2013	0.1	130	13.00	Administration	Final 89731172 x8
Brittany Newman	Administration	12/06/2013	0.1	130	13.00	Administration	Scan/Save Deed of Advance x2 to H:\ drive
Christine Alterator	Director 1	12/06/2013	0.1	485	48.50	Employees	Review payroll and arrange signing

Christine Alator	Director 1	12/06/2013	0.2	485	97.00	Trade-On	Review various payments and query with EBZ
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.5	325	162.50	Administration	Prepare various MYOB Receipt voucher
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.2	325	65.00	Administration	Email to Ben re Macquarie Telecom Active Lines
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.2	325	65.00	Administration	Update when we will disclaim level 3
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.2	325	65.00	Administration	Upgrade to LM website
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.5	325	162.50	Administration	Payroll tax update, calculation and review of payroll reports. Phoenix call to OSR re registration.
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.2	325	65.00	Administration	Phone call to GoVia re closure of acc
Eloa Zuardi	Senior Accountant 2	12/06/2013	1	325	325.00	Trade-On	Fund related expenses summary
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.2	325	65.00	Employees	Felstra change of customer form for Luke Barnett
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.1	325	32.50	Employees	Advise Maribel re additional payment processed
Eloa Zuardi	Senior Accountant 2	12/06/2013	1	325	325.00	Employees	Wages payment
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.2	325	65.00	Employees	Follow up deeds/agreement for the payments to Caroline Lough and Ashleigh McKenna.
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.1	325	32.50	Employees	Email in re update Jason Brindley super acc
Eloa Zuardi	Senior Accountant 2	12/06/2013	0.2	325	65.00	Employees	Request from Dan Longan re PAYG
Eloa Zuardi	Senior Accountant 2	12/06/2013	1	325	325.00	Trade-On	Various discussions and phone calls re TRAVEL EXPENSE REIMBURSEMENTS - AIF LY6ON STREET PTY LTD.
Glenn O'Kearney	Director 2	12/06/2013	1.3	545	708.50	Trade-On	Note to Kelly regarding fees/timing etc. note to Ian Francis regarding cash flows / surplus etc. review cash flow statements and manipulate allocation of surplus for discussions. test service fee allocations etc. save new file for discussions. discussions with Eloa regarding timing of cash flows etc.
Glenn O'Kearney	Director 2	12/06/2013	0.2	545	109.00	Trade-On	Review and query trading payments. update cash flow. approve payments.
Joan Springate	Administration	12/06/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	12/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	12/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	12/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	12/06/2013	0.2	130	26.00	Trade-On	Bank Rec
Kelly-Anne Trenfield	Senior Managing Director	12/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	12/06/2013	0.1	575	57.50	Trade-On	Review and approve payroll
Kelly-Anne Trenfield	Senior Managing Director	12/06/2013	0.2	575	115.00	Trade-On	SAM update re payroll tax. Review and approve payment
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Trade-On	Correspondence out - review and note contents, make changes where necessary, sign and send to Baronsand re invoice
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Employees	Update on payroll tax status
Sally McBryde	Managing Director	12/06/2013	0.3	550	165.00	Trade-On	Meet with Xerox, review contract & sign for replacement copiers, instructions to BJR to check that copier suits LM's purposes
Sally McBryde	Managing Director	12/06/2013	2	550	1100.00	Employees	Reviewing leave balances for payroll and leave for final pays for redundant employees
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Employees	Email from Carolyn Hodges re updated information for redundancy letter, amend letter & print, respond to email
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Employees	Email to Ben Fisher re progress of relocation to level 1
Sally McBryde	Managing Director	12/06/2013	1	550	550.00	Employees	Review & approve wages
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment of wages & staff donation

Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to employees enclosing PAYG summaries
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to employees enclosing PAYG summaries
Sally McBryde	Managing Director	12/06/2013	1	560	550.00	Employees	Updating employee entitlements, requesting new information from Maribel
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to ST Business Trust
Sally McBryde	Managing Director	12/06/2013	0.1	550	55.00	Trade-On	Review & approve PO for 2 x new copiers
Benjamin Robson	Accountant	13/06/2013	0.2	235	47.00	Trade-On	Correspondence with Tanya Hawes at Web Design Magic regarding contract options
Benjamin Robson	Accountant	13/06/2013	0.1	235	23.50	Trade-On	Email from Brett Campbell regarding printers
Benjamin Robson	Accountant	13/06/2013	0.2	235	47.00	Trade-On	Review various R&P vouchers for filing
Benjamin Robson	Accountant	13/06/2013	0.4	235	94.00	Employees	Receipt cheque from Aegard into MYOB, draft letter for reissue of new cheque and process new voucher for regarding issue of cheque. Amendments to voucher and attach supporting documents
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Mail in from Web Design Magic - Tax Invoices 8433, 8434, 8451
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Format & Final 89731168
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Amend & Final 89731170
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Draft 89731174
Brittany Newman	Administration	13/06/2013	0.2	130	26.00	Administration	Draft 89731175 & 89731176
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Mail in from Australia Post - Invitation to extend your Mail Redirection service
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Amend 89731175
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Format & Final 89731173
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Mail out to Bianca Grey - 897317
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Amend & Final 89731175
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Mail out to Bronte, Fish Finance - 89731170
Brittany Newman	Administration	13/06/2013	0.1	130	13.00	Administration	Scan/Save/Email + Mail out to Alliance Equipment Finance Pty Limited - 89731168
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.3	325	97.50	Administration	Follow up returned Cheque \$222.30 - Aegard
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.3	325	97.50	Administration	Discussions re MICHAEL PARKERS TRAVEL EXPENSE REIMBURSEMENTS - AIF LYGON STREET PTY LTD
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.3	325	97.50	Administration	Email in from Impressions finance. Follow up BJR re disclaim notice for Impressions finance
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.6	325	195.00	Administration	Phone call out to OSR re Payroll Tax registration for LM Administration Pty Ltd. Arrange payment
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.2	325	65.00	Administration	Follow up re leap agreement
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.1	325	32.50	Administration	Correspondence sent out y re franking machine - disclaimed
Eloa Zuardi	Senior Accountant 2	13/06/2013	1	325	325.00	Administration	Update fund related expenses summary and Invoices sent to Zoran.
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.3	325	97.50	Employees	Review terminated Staff 7th June 2013 - Eryn Yannucci and Michelle Ballard Payment Summary
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.1	325	32.50	Employees	Luke Barnett payment summary post-VA
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.5	325	162.50	Trade-On	Email in from Macquarie Telecom re dispute invoices outstanding. Arrange payment of April invoice and follow up discrepancy
Eloa Zuardi	Senior Accountant 2	13/06/2013	0.2	325	65.00	Trade-On	Purchase order request - Upgrade to LM website

Ginette Muller	Senior Managing Director	13/06/2013	1	575	575.00	Trade-On	Receive correspondence from staff member responding to correspondence in, check original query and ensure response on point; check other accompanying supporting documentation; execute; send for delivery to Russell's regarding set up engagement for Erikhard.
Joan Springate	Administration	13/06/2013	0.2	130	26.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	13/06/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	13/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	13/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	13/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	13/06/2013	0.6	575	345.00	Trade-On	Review copy/cash flow; Advice re fee recovery in from AJT; review and consider fee invoices; GOK re phone meeting with AJT re advice on cost recovery; review fee position; GOK re advice on cost recovery and mechanics to same
Sally McByrde	Managing Director	13/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to Asgard Super
Sally McByrde	Managing Director	13/06/2013	0.1	550	55.00	Trade-On	Deposit - check supporting documentation and coding of receipt voucher, f
Sally McByrde	Managing Director	13/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Asgard
Sally McByrde	Managing Director	13/06/2013	0.1	550	55.00	Trade-On	Email re new phone for Simon Tickner
Sally McByrde	Managing Director	13/06/2013	4	550	2200.00	Employees	Responding to employee queries, updating entitlements spreadsheet, emails to staff leaving, dealing with Bianca Gray claim, emails to & from Michelle Bellard, Jason Brindley
Sally McByrde	Managing Director	13/06/2013	1.5	550	825.00	Employees	Updating entitlement spreadsheet
Benjamin Robson	Accountant	14/06/2013	0.2	235	47.00	Trade-On	Review various docs for filing
Benjamin Robson	Accountant	14/06/2013	0.3	235	70.50	Trade-On	Payment of Web design Magic invoices, MYOB vouchers prepared and submitted
Benjamin Robson	Accountant	14/06/2013	0.1	235	23.50	Trade-On	Email from Ernst and Young regarding B&R request
Benjamin Robson	Accountant	14/06/2013	0.2	235	47.00	Trade-On	Correspondence with Sarah Macintosh at Aust Post regarding account details
Benjamin Robson	Accountant	14/06/2013	0.2	235	47.00	Trade-On	Correspondence with SAM and LM regarding availability of spare handsets, email to Nicholas at Telstra and forward response to relevant parties
Benjamin Robson	Accountant	14/06/2013	0.1	235	23.50	Employees	Email Ashleigh McKenna regarding Mobile transfer
Brittany Newman	Administration	14/06/2013	0.6	130	78.00	Administration	Update Fund Related expense summary spreadsheet
Brittany Newman	Administration	14/06/2013	0.1	130	13.00	Administration	Scan/Email + Mail out to Eryn Vennwood - 89731175
Christine Alterator	Director 1	14/06/2013	0.1	485	48.50	Trade-On	Review trading payments and query AIF expenses
Eloa Zuardi	Senior Accountant 2	14/06/2013	0.2	325	65.00	Administration	Email to Leanne Troy re LMA new bank account
Eloa Zuardi	Senior Accountant 2	14/06/2013	0.5	325	162.50	Administration	Arrange payment of Payroll Tax and PAYG due next week
Eloa Zuardi	Senior Accountant 2	14/06/2013	0.1	325	32.50	Administration	Advise CMA re Payment for \$264.45 expense claims
Eloa Zuardi	Senior Accountant 2	14/06/2013	0.2	325	65.00	Administration	Email in re LEAP agreement
Eloa Zuardi	Senior Accountant 2	14/06/2013	1	325	325.00	Administration	Follow up closure of account from govia
Eloa Zuardi	Senior Accountant 2	14/06/2013	0.3	325	97.50	Employees	Update cashflow
Eloa Zuardi	Senior Accountant 2	14/06/2013	1	325	325.00	Trade-On	Email out to Maribel re PAYG Payment summaries
Eloa Zuardi	Senior Accountant 2	14/06/2013	0.3	325	97.50	Trade-On	Various phone calls re mobile phones to be returned re terminated staff. Email Telstra and request Irene/Ben copy of contract re handsets
Glenn O'Keartney	Director 2	14/06/2013	0.1	545	54.50	Trade-On	Follow up Ben Fisher re Manuarie Telecom Active Lines
Joan Springate	Administration	14/06/2013	0.1	130	13.00	Trade-On	Review and approve trading payments, MYOB
Joan Springate	Administration	14/06/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	14/06/2013	0.2	130	26.00	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	14/06/2013	0.1	130	13.00	Trade-On	Receipt voucher, Posting receipt & getting cheque ready to bank
Kelly-Anne Trenfield	Senior Managing Director	14/06/2013	0.1	575	57.50	Trade-On	Bank Rec Review and approve payment

Sally McBryde	Managing Director	14/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to employees and PAYG summaries
Sally McBryde	Managing Director	14/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Asgard
Sally McBryde	Managing Director	14/06/2013	1	550	550.00	Employees	Updating termination letter for Carolyn Hodge, updating entitlements schedule, prepare for meeting re payroll with Maribel
Sally McBryde	Managing Director	14/06/2013	2	550	1100.00	Trade-On	Attend premises, meet with Maribel to discuss payroll and finance team going forward, meet with Carolyn Hodge & provide termination details
Brittany Newman	Administration	17/06/2013	0.1	130	13.00	Administration	Format & Final 89731174 & 89731176
Brittany Newman	Administration	17/06/2013	0.2	130	26.00	Administration	Draft 89731177
Brittany Newman	Administration	17/06/2013	0.1	130	13.00	Administration	Mail out to Asgard Super Fund - 89731173 + CHQ \$222.30
Brittany Newman	Administration	17/06/2013	0.1	130	13.00	Administration	Mail out to Michelle Ballard - 89731176
Brittany Newman	Administration	17/06/2013	0.1	130	13.00	Administration	Mail out to Luke Barnett - 89731174
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.2	325	65.00	Administration	Email in from Staples
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.5	325	162.50	Administration	Various discussions re Michael Parker expense claim.
Eloa Zuardi	Senior Accountant 2	17/06/2013	1.5	325	487.50	Administration	Update cashflow
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.2	325	65.00	Administration	Australia Post re-direction previous PO Box LM
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.6	325	195.00	Administration	PO received from Matthew Ayres re Youngland Yeppoon project. Arrange approval, and amendments on PO advise employee.
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.3	325	97.50	Administration	Follow up payment of Corporate Traveller invoices
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.5	325	162.50	Administration	Various discussions with Irene & Zoran re fund related expenses.
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.2	325	65.00	Employees	Arrange payment advance to employees 1, Carolyn Hodge 2, Eryn Vanucci
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.2	325	65.00	Employees	Payment Summary post VA for redundant staff WE 4.6.13
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.2	325	65.00	Employees	Email in from Amber re Vodafone email bill
Eloa Zuardi	Senior Accountant 2	17/06/2013	0.2	325	65.00	Employees	Email to Ceala re Tax Time - Group Certificate / Tax Summary
Glenn O'Kearney	Director 2	17/06/2013	0.2	545	109.00	Trade-On	Prelim review of cash flow and SOP updates, review cash requirement LMA and approve proposed transfers.
Joan Sprigate	Administration	17/06/2013	0.1	130	13.00	Trade-On	Bank Rec
Kelly-Anne Trenfield	Senior Managing Director	17/06/2013	0.2	575	115.00	Trade-On	Discussion with GOK re form and structure of cost recovery
Kelly-Anne Trenfield	Senior Managing Director	17/06/2013	0.1	575	57.50	Trade-On	Fix status of staff movements with SAM
Sally McBryde	Managing Director	17/06/2013	0.1	550	55.00	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Asgard Super
Sally McBryde	Managing Director	17/06/2013	2	550	1100.00	Employees	Email from Maribel re employee entitlements, check against spreadsheet, amend spreadsheet where required, request update from Maribel
Sally McBryde	Managing Director	17/06/2013	0.1	550	55.00	Employees	Email from Hayley re quote for temporary cleaner wife Jenny Story on leave
Sally McBryde	Managing Director	17/06/2013	0.2	550	110.00	Employees	Call with Sean Haydock re continuation of employment, discuss need going forward, email John Corbett to confirm
Sally McBryde	Managing Director	17/06/2013	0.1	550	55.00	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Michelle Ballard, check & sign PAYG Summary
Sally McBryde	Managing Director	17/06/2013	0.1	550	55.00	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Eryn Vanucci, check & sign PAYG Summary
Sally McBryde	Managing Director	17/06/2013	0.3	550	165.00	Employees	Various emails in relation to terminated staff, equipment and telephones
Sally McBryde	Managing Director	17/06/2013	0.1	550	55.00	Trade-On	Approve NetExpress order for office needs
Sally McBryde	Managing Director	17/06/2013	0.1	550	55.00	Trade-On	Email from Hayley re ISS washroom services advising only required for level 1 & 3
Benjamin Robson	Accountant	18/06/2013	0.1	235	23.50	Trade-On	Email Sarah Macintosh regarding Post Office account

Benjamin Robson	Accountant	18/06/2013	0.1	235	23.50	Trade-On	Xerox MYOB payment
Benjamin Robson	Accountant	18/06/2013	0.3	235	70.50	Trade-On	Paradise Security MYOB payment
Benjamin Robson	Accountant	18/06/2013	0.3	235	70.50	Trade-On	Review outstanding Hickey invoices and organise post appointment payments
Benjamin Robson	Accountant	18/06/2013	0.4	235	94.00	Trade-On	File note regarding Web design magic contract renewal, attain of supporting documents and forward for approval
Benjamin Robson	Accountant	18/06/2013	0.3	235	70.50	Trade-On	Draft letter to Impressions Finance advising notice to disclaim leased property
Benjamin Robson	Accountant	18/06/2013	0.2	235	47.00	Trade-On	Correspondence with Dana Patrick regarding Hickey invoices
Brittany Newman	Administration	18/06/2013	0.1	130	13.00	Administration	Amend 89731129
Brittany Newman	Administration	18/06/2013	0.2	130	26.00	Administration	Final 89731177
Brittany Newman	Administration	18/06/2013	0.1	130	13.00	Administration	Scan/Save Deed of Advance x3 (Michelle Ballard, Eryn Yannucci, Carolyn Hodge)
Brittany Newman	Administration	18/06/2013	0.1	130	13.00	Administration	Scan/Save/Email + Mail out to Kelvin Fair, Drake Insurance - 89731177
Christine Alterator	Director 1	18/06/2013	0.1	130	13.00	Administration	Amend 89731129
Christine Alterator	Director 1	18/06/2013	0.2	485	97.00	Administration	Review PAYG payment; ensure MYOB responses and query difference with EBZ
Christine Alterator	Director 1	18/06/2013	0.1	485	48.50	Trade-On	Review Electronic Funds Transfer payments
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.1	485	48.50	Trade-On	Email in from BJR; review invoices and provide to KAT for approval
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.3	325	97.50	Administration	Sean's vehicle offer
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.2	325	65.00	Administration	INV#8973 Inv-Maddison Estate
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.3	325	97.50	Administration	Superannuation amendments on MYOB
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.6	325	195.00	Employees	Review PAYG payment and advise CMA re difference found re employee Felicity
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.5	325	162.50	Trade-On	Prepare schedule of travels for LM employees and advise SAM
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.5	325	162.50	Trade-On	Phone call in from Chris re Payroll Tax registration for LM Administration Pty Ltd (Administrators Appointed)
Eloa Zuardi	Senior Accountant 2	18/06/2013	0.3	325	97.50	Trade-On	Update on LM 38 Cavill Av security
Glenn O'Kearney	Director 2	18/06/2013	1	545	545.00	Trade-On	Prepare note to Eloa regarding operational costs and reconciliation required, consider cash flow movements, loan management fee agreements, advices from legal team, calculations for discussion of operational costs apportionment, effect of LMF etc.
Joan Springate	Administration	18/06/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	18/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	18/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	18/06/2013	0.1	575	57.50	Trade-On	Review payroll tax and approve payment
Kelly-Anne Trenfield	Senior Managing Director	18/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	18/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to PAYG tax May
Sally McBryde	Managing Director	18/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Payroll tax QLD
Sally McBryde	Managing Director	18/06/2013	1.5	550	825.00	Employees	Employee queries, updating entitlements spreadsheet
Benjamin Robson	Accountant	19/06/2013	0.5	235	117.50	Trade-On	Receipt funds in from LMIM, prepare advances to employees G. Hodge, M. Ballard, E. Yannucci
Benjamin Robson	Accountant	19/06/2013	0.2	235	47.00	Trade-On	Attach emails sent to follow up requests for B&R
Benjamin Robson	Accountant	19/06/2013	0.2	235	47.00	Trade-On	Correspondence with Hayley Scribblin and SAM regarding new Xerox printer installation dates
Benjamin Robson	Accountant	19/06/2013	0.1	235	23.50	Trade-On	Email to Nicholes at Telstra regarding invoices
Benjamin Robson	Accountant	19/06/2013	0.1	235	23.50	Trade-On	Cancel Purchase Order 34 due to new Xerox machines, update Purchase Order register
Benjamin Robson	Accountant	19/06/2013	0.4	235	94.00	Employees	Separation Certificates for Ashleigh McKenna and Eryn Yannucci
Benjamin Robson	Accountant	19/06/2013	0.2	235	47.00	Employees	Separation Cert's sent to employees
Brittany Newman	Administration	19/06/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax Invoice #41113812

Brittany Newman	Administration	19/06/2013	0.1	130	13.00	Administration	Enter receipt in MYOB
Brittany Newman	Administration	19/06/2013	0.1	130	13.00	Administration	Final 8973129
Christine Alterator	Director 1	19/06/2013	0.4	485	394.00	Trade-On	Review various payments and email BJR regarding topping up accounts that are not used frequently
Christine Alterator	Director 1	19/06/2013	0.1	485	48.50	Trade-On	Review payment to Simon Tickner
Eloa Zuardi	Senior Accountant 2	19/06/2013	0.5	325	162.50	Administration	Follow up Ltr to IFish Finance
Eloa Zuardi	Senior Accountant 2	19/06/2013	0.6	325	195.00	Administration	Various reports requested from Martineel. Double check wages paid since app date up to today
Eloa Zuardi	Senior Accountant 2	19/06/2013	0.3	325	97.50	Administration	Info re insurance. Update cashflow
Eloa Zuardi	Senior Accountant 2	19/06/2013	0.2	325	65.00	Administration	Follow up Telstra re handsets
Eloa Zuardi	Senior Accountant 2	19/06/2013	0.8	325	260.00	Administration	Update MYOB re various deposits/payments
Eloa Zuardi	Senior Accountant 2	19/06/2013	0.2	325	65.00	Employees	Expense claims for James Young
Eloa Zuardi	Senior Accountant 2	19/06/2013	1	325	325.00	Trade-On	Wages payment
Eloa Zuardi	Senior Accountant 2	19/06/2013	2.5	325	812.50	Trade-On	Prepare schedule of LMA operational costs
Glenn O'Keamey	Director 2	19/06/2013	2	545	1090.00	Trade-On	Discussions with Eloa regarding operational costs incurred. review of cash flow/SOP - review of figures prepared by Eloa regarding op costs incurred. review allocation/options to fund across trusts/funds. prepare memo regarding funding operational costs. discussions with Ashley regarding LMF LMA income. liaise with Eloa/Kelly/BJR regarding trading issues - approve MYOB payments etc.
Joan Springate	Administration	19/06/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	19/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	19/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	19/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	19/06/2013	0.4	575	290.00	Trade-On	Review and update cost matrix
Kelly-Anne Trenfield	Senior Managing Director	19/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	19/06/2013	0.1	575	57.50	Trade-On	Issues re invoicing to km
Kelly-Anne Trenfield	Senior Managing Director	19/06/2013	0.2	575	115.00	Trade-On	Operational issues
Kelly-Anne Trenfield	Senior Managing Director	19/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	19/06/2013	0.1	550	55.00	Trade-On	Correspondence out - review and note contents, make changes where necessary, sign and send to IFish
Sally McBryde	Managing Director	19/06/2013	1	550	550.00	Trade-On	Finalise & collate details for corporate travel & business policies
Sally McBryde	Managing Director	19/06/2013	1	550	550.00	Trade-On	Finalise & collate details for corporate travel & business policies
Sally McBryde	Managing Director	19/06/2013	0.1	550	55.00	Employees	Review & amend Separation Certificates for Eryn & Ashtleigh
Sally McBryde	Managing Director	19/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to employees for advances
Sally McBryde	Managing Director	19/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to ST Business Trust
Sally McBryde	Managing Director	19/06/2013	1	550	550.00	Employees	Reviewing leave calculations & approving wages for payroll
Sally McBryde	Managing Director	19/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment of payroll
Sally McBryde	Managing Director	19/06/2013	1	550	550.00	Employees	Emails in relation to leave for leaving employees and employees requesting leave
Sally McBryde	Managing Director	19/06/2013	0.1	550	55.00	Trade-On	Review & approve PO for Netexpress office supplies
Benjamin Robson	Accountant	20/06/2013	0.7	235	164.50	Trade-On	Compile all invoices paid to several suppliers on request of Eloa Zuardi
Benjamin Robson	Accountant	20/06/2013	0.2	235	47.00	Trade-On	Correspondence with Irene Calling regarding Purchase Order Box redirection
Benjamin Robson	Accountant	20/06/2013	0.1	235	23.50	Trade-On	Follow up I. Calling and B. Fister regarding Telstra handsets
Benjamin Robson	Accountant	20/06/2013	0.7	235	164.50	Employees	Correspondence with employees regarding mobile phone number transfers, issue Col forms and update active numbers spread sheet
Benjamin Robson	Accountant	20/06/2013	0.1	235	23.50	Employees	Call from Eghard van der Hagen

Brittany Newman	Administration	20/06/2013	0.1	130	13.00	Administration	Mail out to ATO - Installation Activity Statement (1-31 May 2013)
Brittany Newman	Administration	20/06/2013	0.1	130	13.00	Administration	Amend 897317 & 8973115 to Amber Koeman
Brittany Newman	Administration	20/06/2013	0.1	130	13.00	Administration	Scan/Save/Email + Mail out to Fish Finance - 89731170
Brittany Newman	Administration	20/06/2013	0.2	130	26.00	Administration	Draft 89731179 & 89731180
Brittany Newman	Administration	20/06/2013	0.4	130	52.00	Administration	Obtain payroll reports for Maribel: WE 9.4.13 for pay period 3.4.13 - 9.4.13 WE 16.4.13 for pay period 10.4.13 - 16.4.13 WE 23.4.13 for pay period 17.4.13 - 23.4.13 WE 30.4.13 for pay period 24.4.13 - 30.4.13
Brittany Newman	Administration	20/06/2013	0.1	130	13.00	Administration	Mail out to Amber Koeman: 897317 + 8973115
Brittany Newman	Administration	20/06/2013	0.1	130	13.00	Administration	Amend 89731179 & 89731180
Eloa Zuardi	Senior Accountant 2	20/06/2013	0.6	325	195.00	Administration	Phone call in from Zoran and discussion re Summary LMA invoices issued to funds.
Eloa Zuardi	Senior Accountant 2	20/06/2013	0.2	325	65.00	Administration	Returned payment from OnePath \$156.13
Eloa Zuardi	Senior Accountant 2	20/06/2013	0.2	325	65.00	Administration	Letter from Office of State Revenue QLD
Eloa Zuardi	Senior Accountant 2	20/06/2013	0.3	325	97.50	Administration	Restra business mobile plus plan - application form
Eloa Zuardi	Senior Accountant 2	20/06/2013	2	325	650.00	Administration	Updates MPF costs incurred by LMA up to 12/04 and obtain all supporting docs.
Eloa Zuardi	Senior Accountant 2	20/06/2013	0.3	325	97.50	Trade-On	Forward to SAM copy of lease in place between LM & Baronisand for 38 Cavill
Eloa Zuardi	Senior Accountant 2	20/06/2013	0.5	325	162.50	Employees	PAYG Summary post-VA for Jason Brindley and Carolyn Hodge terminated on this week's payroll
Glenn O'Keamey	Director 2	20/06/2013	1	545	545.00	Trade-On	Cash flow and review apportionment of operational expenditures, draft invoices and other supporting documents for calculations, discussions with Eloa regarding updated calculations to 30 June and amendments to MYOB records, draft amended invoices for loan management fees.
Joan Springate	Administration	20/06/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
John Park	Senior Managing Director	20/06/2013	0.1	575	57.50	Trade-On	Review and Payment of accounts
Sally McBryde	Managing Director	20/06/2013	0.5	550	275.00	Trade-On	Various emails with Blue Broking in relation to PI premium funding
Sally McBryde	Managing Director	20/06/2013	1.5	550	825.00	Employees	Preparation of documentation for redundant staff, updating entitlements spreadsheet for new information provided by Maribel
Sally McBryde	Managing Director	20/06/2013	0.1	550	55.00	Trade-On	Review minutes of LM business meeting, consider & note issues
Benjamin Robson	Accountant	21/06/2013	0.2	235	47.00	Trade-On	Correspondence with Hayley Serpin and David Herman regarding Xerox pie installation forms
Benjamin Robson	Accountant	21/06/2013	0.5	235	117.50	Employees	Birgit Zammit and Eghard Van der Hoven Mobile number transfers. Correspondence with Nicholas from Telstra and several emails between all parties
Eloa Zuardi	Senior Accountant 2	21/06/2013	0.5	325	162.50	Administration	Email out to Maribel re April report EFT, ABA file and payroll detail report
Eloa Zuardi	Senior Accountant 2	21/06/2013	0.5	325	162.50	Administration	Complete supporting docs re MPF costs paid by LMA.
Eloa Zuardi	Senior Accountant 2	21/06/2013	0.2	325	65.00	Employees	Deal of Advance Birgit Zammit
Eloa Zuardi	Senior Accountant 2	21/06/2013	0.2	325	97.50	Trade-On	Purchase order from Temp cleaner
Eloa Zuardi	Senior Accountant 2	21/06/2013	0.3	325	97.50	Trade-On	Email out to BJR re phones/Pad transfers
Glenn O'Keamey	Director 2	21/06/2013	0.2	545	109.00	Trade-On	Discussions with Kelly regarding cost matrix/funding/LMF.
Kelly-Anne Trenfield	Senior Managing Director	21/06/2013	0.2	575	115.00	Trade-On	Call in from GOK re operational/fee recovery issues
Sally McBryde	Managing Director	21/06/2013	2.5	550	1375.00	Trade-On	Attend premises, meeting with staff leaving, employee queries
Sally McBryde	Managing Director	21/06/2013	0.1	550	55.00	Trade-On	Review & approve PO for office items from NetExpress
Sally McBryde	Managing Director	21/06/2013	0.1	550	55.00	Trade-On	Review & approve PO for temporary cleaner
Kelly-Anne Trenfield	Senior Managing Director	22/06/2013	0.1	575	57.50	Trade-On	Mail in re lease of premises, request a response from EBZ
Benjamin Robson	Accountant	24/06/2013	0.2	235	47.00	Trade-On	Email from Tim Hadley, invoice received from WHSO and Staples, review invoices
Benjamin Robson	Accountant	24/06/2013	0.2	235	47.00	Trade-On	Phone call and Email to Australia Post to request Mail redirect
Benjamin Robson	Accountant	24/06/2013	0.2	235	47.00	Trade-On	Staff donation payment to Baby Hudson
Benjamin Robson	Accountant	24/06/2013	0.2	235	47.00	Trade-On	Payment of Impressions finance instalment
Benjamin Robson	Accountant	24/06/2013	0.2	235	47.00	Trade-On	Payment of Robbie and Associates rent invoice

Benjamin Robson	Accountant	24/06/2013	0.1	235	23.50	Trade-On	Request account closures
Benjamin Robson	Accountant	24/06/2013	0.4	235	94.00	Trade-On	Xerox pre installation checklist completed for install of new printers to Cavil Ave
Benjamin Robson	Accountant	24/06/2013	0.7	235	164.50	Trade-On	Compile mobile phone number listing for retrieval of hand sets and l pads belonging to the Company. Enter data into spreadsheet
Brittany Newman	Administration	24/06/2013	0.1	130	13.00	Administration	Final 89731179 & 89731180
Brittany Newman	Administration	24/06/2013	0.2	130	26.00	Administration	Mail out to Carolyn Hodge - 89731179 + PAYG Summary Mail out to Jason Brintley - 89731180 + PAYG Summary
Brittany Newman	Administration	24/06/2013	0.5	130	65.00	Administration	Filing
Christine Alterator	Director 1	24/06/2013	0.1	485	48.50	Trade-On	Review Electronic Funds Transfer payments
Christine Alterator	Director 1	24/06/2013	0.1	485	48.50	Trade-On	Review Insurance payment
Christine Alterator	Director 1	24/06/2013	0.4	485	194.00	Trade-On	review payments to Robbie Robbie & Assoc and Impressions; see JS regarding missing paperwork; see RCL regarding fees
Eloa Zuardi	Senior Accountant 2	24/06/2013	0.2	325	65.00	Administration	Email in from Kellie re Impressions finance payment
Eloa Zuardi	Senior Accountant 2	24/06/2013	0.5	325	162.50	Administration	Prepare various MYOB receipts/payments - update
Eloa Zuardi	Senior Accountant 2	24/06/2013	0.3	325	97.50	Trade-On	Arrange new a/c to be opened with ISS Washroom Services - Sanitary Bins Invoice
Eloa Zuardi	Senior Accountant 2	24/06/2013	0.2	325	65.00	Employees	Email in from Felicity Williams re re payments
Eloa Zuardi	Senior Accountant 2	24/06/2013	0.2	325	65.00	Employees	Compliance Contracting Fee for Carolyn Hodge
Eloa Zuardi	Senior Accountant 2	24/06/2013	1.5	325	487.50	Trade-On	Update cashflow and security position
Eloa Zuardi	Senior Accountant 2	24/06/2013	0.2	325	65.00	Trade-On	STAPLES AU Batched documents
Glenn O'Keamey	Director 2	24/06/2013	1	545	545.00	Trade-On	Review cash flow updates, SOP updates from Eloa - amendments to cash flow and SOP, copy to Kelly.
Joan Springate	Administration	24/06/2013	0.3	130	39.00	Trade-On	Approve payments and query PAYG etc.
Joan Springate	Administration	24/06/2013	0.1	130	13.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trentfield	Senior Managing Director	24/06/2013	0.1	575	57.50	Trade-On	Bank Rec
Kelly-Anne Trentfield	Senior Managing Director	24/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Employees	Review ERZ emails re cashflow and payg payment
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to employees re PAYG summaries
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to employees
Sally McBryde	Managing Director	24/06/2013	0.2	550	110.00	Trade-On	Discussions with Blue Broking re corporate travel insurance, business insurance and payment of PI insurance & obtaining information re same
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to staff deduction
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Employees	Email re update on repayment of overpaid wages by Felicity Williams
Sally McBryde	Managing Director	24/06/2013	0.2	550	110.00	Employees	Email from Shauna Larkin re sick leave and entitlements to same, respond to email
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Trade-On	Review & sign Xerox checklist for pre installation of copier
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Trade-On	Email re ISS services invoice
Sally McBryde	Managing Director	24/06/2013	0.1	550	55.00	Trade-On	Review Carolyn Hodge consulting invoice, discussions re which entity to be charged
Benjamin Robson	Accountant	25/06/2013	0.4	235	94.00	Trade-On	Arrange new account with Flick ISS, Correspondence with admin staff and email to Samantha at Flick
Benjamin Robson	Accountant	25/06/2013	0.3	235	70.50	Trade-On	Payment multiple invoices to capital Finance
Benjamin Robson	Accountant	25/06/2013	0.3	235	70.50	Trade-On	Xerox pre system install checklist review and send to relevant parties
Benjamin Robson	Accountant	25/06/2013	0.1	235	23.50	Trade-On	Follow up kelin fair regarding Macquarie charges
Benjamin Robson	Accountant	25/06/2013	0.2	235	47.00	Trade-On	Various vouchers reviewed and sent for approval/to filing

Benjamin Robson	Accountant	25/06/2013	0.6	235	141.00	Employees	Employee mobile number review, Correspondence with Ben Fisher and Nicholas from Telstra regarding disconnected mobiles, reconcile mobile listing with Active employee numbers
Brittany Newman	Administration	25/06/2013	0.1	130	13.00	Administration	Mail in from Asgard - Correspondence re Mandy C Gardner + returned CHQ \$222.30
Brittany Newman	Administration	25/06/2013	0.1	130	13.00	Administration	Mail in from Telstra - Overdue Phone Bill; Bill Number - P 160 630 800-3
Brittany Newman	Administration	25/06/2013	0.1	130	13.00	Administration	Scan/Save deed of Advance - Brigit Zammit to H\ drive
Brittany Newman	Administration	25/06/2013	0.1	130	13.00	Administration	Fax + Mail out to PCI Partners - 89731129
Brittany Newman	Administration	25/06/2013	0.2	130	26.00	Administration	Stary/Email correspondence received from Asgard to Maribel at LM. Seek information from Maribel regarding super info for Mandy C Gardner.
Christine Alterator	Director 1	25/06/2013	0.1	485	48.50	Trade-On	Review payment to CFAL
Eloa Zuardi	Senior Accountant 2	25/06/2013	0.5	325	162.50	Administration	Amendments on cashflow
Eloa Zuardi	Senior Accountant 2	25/06/2013	0.5	325	162.50	Administration	Discussions and email out to Zoran re Corporate Traveller Invoices re funds
Eloa Zuardi	Senior Accountant 2	25/06/2013	0.3	325	97.50	Administration	Email in re Invoice #00034268; From Iseak Communications Pty Ltd
Eloa Zuardi	Senior Accountant 2	25/06/2013	0.3	325	97.50	Trade-On	Follow up monthly instalment for PI Insurance
Eloa Zuardi	Senior Accountant 2	25/06/2013	0.5	325	162.50	Administration	Review various transactions to be amended in MYOB
Glenn O'Kearney	Director 2	25/06/2013	0.1	545	54.50	Trade-On	Review notice from Eloa regarding level 4 rsl, reply regarding disclaimers.
Glenn O'Kearney	Director 2	25/06/2013	0.1	545	54.50	Trade-On	Approve trading payments, discussions with Eloa on cash flow/payments this week.
Glenn O'Kearney	Director 2	25/06/2013	0.1	545	54.50	Trade-On	Amendments to cash flow to reflect new funding arrangements, note to Eloa regarding MYOB amendments meeting.
James Court	Director 1	25/06/2013	0.2	485	97.00	Trade-On	Email to Francine re: prepayment of management fees
Joan Springate	Administration	25/06/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	25/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	25/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	25/06/2013	0.5	550	275.00	Employees	Review details of staff leaving or taking leave for payroll, email with query to Maribel
Benjamin Robson	Accountant	26/06/2013	2	235	470.00	Trade-On	LM invoice payment run, MYOB processing of several supplier invoices, attach supporting documents and send for review
Benjamin Robson	Accountant	26/06/2013	0.2	235	47.00	Trade-On	Xerox printers installed, letter to Macquarie to disclaim Kyocera
Benjamin Robson	Accountant	26/06/2013	0.4	235	23.50	Trade-On	Correspondence with Bronte of IFISH regarding outstanding invoices
Benjamin Robson	Accountant	26/06/2013	0.2	235	47.00	Trade-On	Email Macquarie regarding PI payment and request invoice for instalments
Benjamin Robson	Accountant	26/06/2013	0.2	235	47.00	Trade-On	Correspondence with Jones Mitchell Lawyers regarding Belinda Gates
Benjamin Robson	Accountant	26/06/2013	0.1	235	23.50	Trade-On	Review and approve various vouchers for filing
Benjamin Robson	Accountant	26/06/2013	0.4	235	94.00	Employees	Deed of advance to Brigit Zammit MYOB payment. Follow up Brigit request to purchase Ipad
Benjamin Robson	Accountant	26/06/2013	1	235	235.00	Employees	Mobile phone handsets listing compiled, reconciled with Active numbers listing
Brittany Newman	Administration	26/06/2013	0.1	130	13.00	Administration	Mail in from Xerox Business Centre - Tax Invoice # X 00434247
Brittany Newman	Administration	26/06/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax Invoice #41164420
Brittany Newman	Administration	26/06/2013	0.1	130	13.00	Administration	Mail in from NSW Government, Office of State Revenue - NSW Payroll Tax - Monthly Remittance slips for July 2013 - May 2014
Brittany Newman	Administration	26/06/2013	0.6	130	78.00	Administration	Obtain bank vouchers from filing for various entries in MYOB for EBZ
Brittany Newman	Administration	26/06/2013	0.2	130	26.00	Administration	Draft 89731183 & 89731184
Christine Alterator	Director 1	26/06/2013	0.2	485	97.00	Employees	Review payroll and various Electronic Funds Transfers
Daniel Midgley	Administrative Assistant	26/06/2013	0.4	130	52.00	Trade-On	Bank Reconciliation and Preparation of Letter to Bank to Close Account
Eloa Zuardi	Senior Accountant 2	26/06/2013	0.2	325	65.00	Administration	Bank receipt re payment Felicity Williams
Eloa Zuardi	Senior Accountant 2	26/06/2013	0.5	325	162.50	Administration	Follow up IFish Finance re invoices outstanding
Eloa Zuardi	Senior Accountant 2	26/06/2013	1	325	325.00	Administration	Review summary of payroll reports paid since app and check against cashflow & MYOB.
Eloa Zuardi	Senior Accountant 2	26/06/2013	1.5	325	487.50	Administration	Update excel file re LMA Operational Costs 19.03.13 to 30.06.13

Eloa Zuardi	Senior Accountant 2	26/06/2013	0.2	325	65.00	Trade-On	Invoice from Paradise Security
Eloa Zuardi	Senior Accountant 2	26/06/2013	1	325	325.00	Trade-On	Phone call in from Eduardo re Macquarie Telecom invoice credit adjustments. Request payment of outstanding invoices. Follow up Glennon re outstanding docs for payment of staff expenses overseas.
Eloa Zuardi	Senior Accountant 2	26/06/2013	1	325	325.00	Employees	Update cashflow with various creditors payments for this week.
Glenn O'Keamey	Director 2	26/06/2013	0.1	545	54.50	Trade-On	Wages payment
Joan Springgate	Administration	26/06/2013	0.1	130	13.00	Trade-On	Review cash flow and discuss amendments for MYOB required with Eloa
Joan Springgate	Administration	26/06/2013	0.3	130	39.00	Trade-On	Receipt voucher & posting receipt
John Park	Senior Managing Director	26/06/2013	0.1	130	65.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	26/06/2013	0.1	575	57.50	Trade-On	Setting up Online payment & posting payment
Sally McBryde	Managing Director	26/06/2013	0.1	575	57.50	Creditors	Review and Payment of accounts
Sally McBryde	Managing Director	26/06/2013	0.1	550	55.00	Employees	Review demand re Maddison security and respond to ema
Sally McBryde	Managing Director	26/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to wages
Sally McBryde	Managing Director	26/06/2013	0.1	550	55.00	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to staff donation
Sally McBryde	Managing Director	26/06/2013	0.5	550	275.00	Employees	Review & approve wages
Sally McBryde	Managing Director	26/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Carolyn Hodge
Sally McBryde	Managing Director	26/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to ST Business Trust
Sally McBryde	Managing Director	26/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Macquarie Telecom
Sally McBryde	Managing Director	26/06/2013	0.1	550	55.00	Trade-On	Email from Maribel re office supplies/milk, approve purchasing of same
Benjamin Robson	Accountant	27/06/2013	0.2	235	47.00	Trade-On	Emails to Australia post regarding New Account and Mail regarding direct
Benjamin Robson	Accountant	27/06/2013	0.2	235	47.00	Employees	Correspondence with Birgit Zammit regarding Ipad
Benjamin Robson	Accountant	27/06/2013	0.4	235	94.00	Employees	Complete Employee handist schedule and send to SAC
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.5	325	162.50	Administration	Various deposits received into LMA account re adviser fees. Request remittance of fees paid and check against bank statement
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.5	325	162.50	Administration	Does received re James Young expense claims. Review and arrange payment.
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.6	325	195.00	Administration	Review various suppliers payments
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.5	325	162.50	Administration	Payroll tax liability payment for NSW and QLD
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.5	325	162.50	Trade-On	Phone call & email out to Peter re Premises - Level 4 RSL Centre/ 9 Beach Road Surfairs Paradise
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.5	325	162.50	Administration	Various discussions re new Australia Post A/C. Invoices received under previous a/c review and advise BIR re payment.
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.5	325	162.50	Administration	Complete listing of LMA operational costs
Eloa Zuardi	Senior Accountant 2	27/06/2013	1	325	325.00	Administration	Returned cheques from Mandy email Maribel re super a/c
Eloa Zuardi	Senior Accountant 2	27/06/2013	0.5	325	162.50	Employees	PO request received re travel re AIS Canberra. Arrange PO approval. Update PO schedule and cashflow
Glenn O'Keamey	Director 2	27/06/2013	0.2	545	109.00	Trade-On	Liaise with Eloa regarding op costs review correspondence regarding payment overseas emp and note to Matt.
Joan Springgate	Administration	27/06/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springgate	Administration	27/06/2013	0.4	130	52.00	Trade-On	Setting up Online payment & posting payment
Sally McBryde	Managing Director	27/06/2013	0.2	550	110.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to supplier
Sally McBryde	Managing Director	27/06/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to staff expenses

Benjamin Robson	Accountant	28/06/2013	0.5	235	1,17.50	Trade-On	Investigation into Australia Post Charges, Correspondence with Australia post and LM staff
Benjamin Robson	Accountant	28/06/2013	0.2	235	47.00	Trade-On	Correspondence with Tim Haddley regarding First Aid training renewal
Benjamin Robson	Accountant	28/06/2013	0.2	235	47.00	Trade-On	Finalise letter to Impressions Finance disclaiming printers
Benjamin Robson	Accountant	28/06/2013	0.3	235	70.50	Trade-On	Phone call to Sarah McIntosh regarding Aust Post account, email to Patrice Chan regarding transfer of account
Benjamin Robson	Accountant	28/06/2013	0.2	235	47.00	Trade-On	Phone call to Marija Mladovic
Benjamin Robson	Accountant	28/06/2013	0.2	235	47.00	Trade-On	Various vouchers reviewed and sent for filing
Benjamin Robson	Accountant	28/06/2013	0.3	235	70.50	Trade-On	Amendments to MYOB vouchers rescaling funds from Advisers, transfer of funds to LMIM
Brittany Newman	Administration	28/06/2013	0.1	130	13.00	Administration	Mail in from ATQ - BAS (1 Apr - 30 Jun 2013)
Brittany Newman	Administration	28/06/2013	0.4	130	52.00	Administration	Amend banking vouchers in MYOB
Brittany Newman	Administration	28/06/2013	0.1	130	13.00	Administration	Final 89731183
Brittany Newman	Administration	28/06/2013	0.1	130	13.00	Administration	Final 89731184
Brittany Newman	Administration	28/06/2013	0.2	130	26.00	Administration	Mail out to Birgit Zammit - 89731183 & Mail out to Deborah Bishop - 89731183
Christine Alterator	Director 1	28/06/2013	0.2	485	97.00	Trade-On	See JS regarding amendment of payment run and discuss with KAT
Eloa Zuardi	Senior Accountant 2	28/06/2013	0.3	325	97.50	Administration	LM Commission Remittance for account 100161. Advise Leatine procedures going forward
Eloa Zuardi	Senior Accountant 2	28/06/2013	2	325	650.00	Administration	Amendments on various bank vouchers into MYOB
Eloa Zuardi	Senior Accountant 2	28/06/2013	3	325	975.00	Administration	Update LMA operational costs from 19.03.13 to 30.06.13
Eloa Zuardi	Senior Accountant 2	28/06/2013	4	325	325.00	Trade-On	Follow up various payments to be processed today
Eloa Zuardi	Senior Accountant 2	28/06/2013	0.4	325	130.00	Trade-On	Email to Luke re Maddison Estate Phone Lines
Glenn O'Kearney	Director 2	28/06/2013	0.2	545	109.00	Trade-On	Review payments - approvals in MYOB etc. discussions with Eloa regarding MYOB tidy up/..
Glenn O'Kearney	Director 2	28/06/2013	0.1	545	54.50	Trade-On	Discussions eloa regarding operational costs summary for 30 June.
Joan Springate	Administration	28/06/2013	0.2	130	26.00	Trade-On	Bank Rec.
Joan Springate	Administration	28/06/2013	0.6	130	78.00	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	28/06/2013	0.2	130	26.00	Trade-On	Receipt voucher & posting receipt
Kelly-Anne Trenfield	Senior Managing Director	28/06/2013	0.1	575	57.50	Trade-On	Review and approve payment
Sally McBryde	Managing Director	28/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to Deborah Bishop
Sally McBryde	Managing Director	28/06/2013	0.1	550	55.00	Employees	Correspondence out draft - review and note contents, make changes where necessary, to Birgit Zammit
Sally McBryde	Managing Director	28/06/2013	1	550	550.00	Employees	Updating employee spreadsheet, entitlements, Deeds of Advance details

LMA Administration Pty Ltd (Administrators Appointed): Calculation of Remuneration 1 July 2013 to 26 July 2013 billed to LM Investment Management Ltd by LMA as service entity

Name	Position	Date	Work Hrs	Charge Out Rate	Charge	Task Desc	Narrative
Benjamin Robson	Accountant	01/07/2013	0.1	235	23.5	Employees	Email to Brigit Zammit
Benjamin Robson	Accountant	01/07/2013	0.1	235	23.5	Trade-On	Email from Bronte at fish regarding contract arrears
Benjamin Robson	Accountant	01/07/2013	0.1	235	23.5	Administration	Check payment of invoice as per request of Elio Zuari
Benjamin Robson	Accountant	01/07/2013	0.1	235	23.5	Employees	Advances to Employee Brigit Zammit
Benjamin Robson	Accountant	01/07/2013	0.5	235	117.5	Trade-On	Amend payment vouchers for commission received from LM as agent. Prepare payment vouchers for transfer of cash to LM Investment Management
Benjamin Robson	Accountant	01/07/2013	0.1	235	23.5	Trade-On	Follow up CITEC payment
Benjamin Robson	Accountant	01/07/2013	0.2	235	47	Trade-On	Follow up ISS washroom account request
Brittany Newman	Administration	01/07/2013	0.4	130	52	Administration	Cancel cheque #35, Draft 88731165, Enter SunSuper payment (\$221,50) in to MYOB
Brittany Newman	Administration	01/07/2013	0.2	130	26	Administration	Amend & Format 88731176
Brittany Newman	Administration	01/07/2013	0.2	130	26	Administration	Amend banking vouchers in MYOB
Brittany Newman	Administration	01/07/2013	0.1	130	13	Administration	Scan/Save/Email 88731176 + Mail out to Impressions Finance Pty Ltd.
Caroline Halcoop	Administrative	01/07/2013	0.1	130	13	Trade-On	Process CBA Transfer - 3.57pm
Christine Alterator	Director 2	01/07/2013	0.1	545	54.5	Trade-On	Review pyreases payment
Christine Alterator	Director 2	01/07/2013	0.2	545	109	Trade-On	Review Electronic Funds Transfer payments
Christine Alterator	Director 2	01/07/2013	0.1	545	54.5	Trade-On	Review payment to Caroline Hodge and transfer to LMA
Elio Zuari	Manager 1	01/07/2013	1	345	345	Administration	Discussions with Leanne and Steve re various commissions paid into LMA as LMIM was always linked to Fund accounts, Discuss repayment of amounts to funds.
Elio Zuari	Manager 1	01/07/2013	0.3	345	103.5	Employees	Follow up payment to Deed of Advance Brigit Zammit
Elio Zuari	Manager 1	01/07/2013	1.5	345	517.5	Administration	Update Cash flow and security position
Elio Zuari	Manager 1	01/07/2013	0.5	345	172.5	Employees	Review all Payroll reports to date and request amendments on wages into MYOB
Elio Zuari	Manager 1	01/07/2013	0.2	345	69	Employees	Follow up Super payments April - June
Elio Zuari	Manager 1	01/07/2013	1	345	345	Administration	Prepare excel file re LMA operational costs for period 19.03.2013 to 30.06.2013.
Elio Zuari	Manager 1	01/07/2013	0.2	345	69	Trade-On	Invoices from Paradise Security
Elio Zuari	Manager 1	01/07/2013	0.2	345	69	Employees	LMA Staff Expenses WK 27.06.13
Elio Zuari	Manager 1	01/07/2013	0.2	345	69	Employees	Email PAYG to Pera
Elio Zuari	Manager 1	01/07/2013	0.5	345	172.5	Trade-On	Various discussions re Grace Records re payment of outstanding invoices. And split records re drake insurance and Funds
Elio Zuari	Manager 1	01/07/2013	0.6	345	207	Employees	Review NSW payment of Payroll tax on line lodgment of annual return
Glenn O'Kearney	Director 2	01/07/2013	0.5	545	272.5	Trade-On	Review cash flow statement and notes from Elio, approve transfer of cash required from LMIM, notes to Elio regarding deposits commissions, approve various payments etc.
Glenn O'Kearney	Director 2	01/07/2013	0.1	545	54.5	Trade-On	Discuss LMF Simon Tokner.
Glenn O'Kearney	Director 2	01/07/2013	1.5	545	817.5	Trade-On	Review operational cost summary, reconciliation, schedules, match to cash flow statements, discussions with Elio, prepare allocation schedules, follow up FUM numbers 30 June, preparation of invoices - LMA to LMIM, LMIM to FMIF and AIF.
Jean Springate	Administration	01/07/2013	0.1	130	13	Trade-On	Receipt voucher & posting receipt
Jean Springate	Administration	01/07/2013	0.3	130	39	Trade-On	Settling up Online payment & posting payment
Jean Springate	Administration	01/07/2013	0.3	130	39	Trade-On	Settling up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	01/07/2013	0.1	590	59	Trade-On	Review and approve payment
Sally McBryde	Managing Director	01/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Brigit Zammit re advance
Sally McBryde	Managing Director	01/07/2013	0.1	550	55	Employees	Email from Amber Kosman re advances, review deed, respond to email

Sally McBryde	Managing Director	01/07/2013	0.1	550	55	Trade-On	Approve office supplies order via Net Express
Sally McBryde	Managing Director	01/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Carolyn Hodge
Sally McBryde	Managing Director	01/07/2013	2	550	1100	Employees	Reviewing Deeds of Advance, updating spreadsheet, witnessing deeds, checking payment of same
Sally McBryde	Managing Director	01/07/2013	0.1	550	55	Employees	Email from Pete Iltis requesting PAYG summary, instructions to staff to provide, check email responding to same
Sally McBryde	Managing Director	01/07/2013	0.1	550	55	Trade-On	Review consumables costs on new Xerox copier agreement
Sally McBryde	Managing Director	01/07/2013	0.1	550	55	Trade-On	Correspondence out - review and note contents, make changes where necessary, sign and send to Impressions Finance
Benjamin Robson	Accountant	02/07/2013	0.2	235	47	Trade-On	Mail in
Benjamin Robson	Accountant	02/07/2013	0.3	235	70.5	Trade-On	Receipt finds into GST account Receipt funds into main account from investment services
Benjamin Robson	Accountant	02/07/2013	0.3	235	70.5	Trade-On	Correspondence with H Serbin regarding New Printers, response to Kyocera regarding pick up time for old printers
Benjamin Robson	Accountant	02/07/2013	0.2	235	47	Trade-On	Payment of Esanda monthly lease payment
Benjamin Robson	Accountant	02/07/2013	0.5	235	117.5	Trade-On	Grace Records management invoices paid, investigations into charges and corresponding Purchase Orders
Eloa Zuardi	Manager 1	02/07/2013	0.2	345	69	Administration	Email to Leanne re stop payment on commissions payments to LMA.
Eloa Zuardi	Manager 1	02/07/2013	0.2	345	69	Administration	Capital Distribution - trading income received into LMA re FMIF
Eloa Zuardi	Manager 1	02/07/2013	0.2	345	69	Administration	Draft proxy forms
Eloa Zuardi	Manager 1	02/07/2013	1	345	345	Trade-On	Various invoices received from Corporate Traveller, split invoices and allocate to respective fund. Email to Zoran for Payment
Eloa Zuardi	Manager 1	02/07/2013	1	345	345	Employees	Reconcile the monthly payroll tax report vs. the total for the period post VA 13.3.13-25.6.13.
Eloa Zuardi	Manager 1	02/07/2013	0.3	345	103.5	Employees	Payment staff expenses James Young
Eloa Zuardi	Manager 1	02/07/2013	0.3	345	103.5	Trade-On	Payment Esanda Finance
Eloa Zuardi	Manager 1	02/07/2013	0.5	345	172.5	Trade-On	Review Macquarie Telecom invoice and arrange payment
Eloa Zuardi	Manager 1	02/07/2013	0.6	345	207	Trade-On	Updated fund related expenses summary, compile other expenses paid to 30.06.13
Eloa Zuardi	Manager 1	02/07/2013	0.3	345	103.5	Trade-On	Arrange PO to be approved for Carmes, Laineson.
Eloa Zuardi	Manager 1	02/07/2013	0.3	345	103.5	Employees	Update Felicity Williams re-payments of wages
Eloa Zuardi	Manager 1	02/07/2013	0.5	345	172.5	Administration	Request in from Drake Insurance client files from Grace Records, Discuss outstanding a/c with BJR
Eloa Zuardi	Manager 1	02/07/2013	0.5	345	172.5	Administration	Various amendments in MYOB vouchers
Glenn O'Keamey	Director 2	02/07/2013	1.1	545	599.5	Trade-On	Review operational cost summary, reconciliation, schedules, match to cash flow statements, discussions with Eloa, prepare allocation schedules, review updated FJM numbers 30 June, preparation of Invoices - LMA to LMIM, LMIM to FMIF and AIF, prepare notes to Kelly, Ryan and John, follow up expenses paid, loan man fees, finalize invoice and note regarding lympt.
Glenn O'Keamey	Director 2	02/07/2013	0.1	545	54.5	Trade-On	Review various payment and receipts requests, approvals in mob.
Glenn O'Keamey	Director 2	02/07/2013	0.5	545	272.5	Trade-On	Update cash flow statements and SOP with resource fee info and allocation of operational costs.
Jean Springate	Administration	02/07/2013	0.1	130	13	Trade-On	Receipt voucher & posting receipt
Jean Springate	Administration	02/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Jean Springate	Administration	02/07/2013	0.2	130	26	Trade-On	Bank Rec
Kelly-Anne Treanfield	Senior Managing Director	02/07/2013	0.1	590	59	Trade-On	Review and approve payment
Sally McBryde	Managing Director	02/07/2013	0.1	550	55	Trade-On	Email from Caele Moss re repayment of petty cash, response to same
Benjamin Robson	Accountant	03/07/2013	0.1	235	23.5	Trade-On	Mail in
Benjamin Robson	Accountant	03/07/2013	0.1	235	23.5	Trade-On	Email Kevin fair regarding pick up of printers
Benjamin Robson	Accountant	03/07/2013	0.2	235	47	Creditors	Office invoice received and review, staples invoice received and reviewed

Benjamin Robson	Accountant	03/07/2013	0.3	235	70.5	Trade-On	Correspondence with Michele from CITEC regarding payment to account. Print Purchase Order and circulate for payment
Benjamin Robson	Accountant	03/07/2013	0.3	235	70.5	Trade-On	Receipt vouchers for 3 separate deposits from Felicity Williams
Benjamin Robson	Accountant	03/07/2013	0.2	235	47	Trade-On	Correspondence with Hayley Serbin regarding Online Transport pick up, email to Kelvin fair
Benjamin Robson	Accountant	03/07/2013	0.3	236	70.5	Trade-On	Correspondence with SAM and Elio Zuardi, H Serfin and AGIS regarding Grace records storage of boxes containing Drake Insurance and AGIS records
Caroline Halcoop	Administrative	03/07/2013	0.1	130	13	Trade-On	Process CBA Transfer - 8.34am
Caroline Halcoop	Administrative	03/07/2013	0.1	130	13	Trade-On	Process CBA Transfer - 3.50pm
Christine Alterator	Director 2	03/07/2013	0.9	545	490.5	Trade-On	Review payments and amend MYOB account coding
Christine Alterator	Director 2	03/07/2013	0.2	545	109	Trade-On	Review LM payments - w ages/transfers/insurance
Elio Zuardi	Manager 1	03/07/2013	0.2	345	69	Administration	Final Notices on POLICIES for business Insurance and Travel Insurance
Elio Zuardi	Manager 1	03/07/2013	1.5	345	517.5	Employees	Follow up and review June 2013 payroll tax lodgment.
Elio Zuardi	Manager 1	03/07/2013	0.8	345	207	Trade-On	Wages payment
Elio Zuardi	Manager 1	03/07/2013	0.2	345	69	Administration	STAPLES AU Financial Statement Account No 32167438
Elio Zuardi	Manager 1	03/07/2013	0.3	345	103.5	Trade-On	Follow up Bronte from fish finance
Elio Zuardi	Manager 1	03/07/2013	0.5	345	172.5	Trade-On	Review Macquarie Telecom invoices to date and adjustments and prepare payment
Elio Zuardi	Manager 1	03/07/2013	0.5	345	172.5	Administration	Various discussions re Grace - Gold Coast Total Records
Glenn O'Keamey	Director 2	03/07/2013	0.5	545	272.5	Trade-On	Travel to LM premises, meetings with Carolyn Hodge regarding compliance, Meetings with Eryn and Lucy regarding fund accounting/invoicing etc, discussions with Francine and Shelley whilst onsite
Glenn O'Keamey	Director 2	03/07/2013	0.5	545	272.5	Trade-On	Notes from Shelley regarding LMF discuss with Ryan, note to Shelley regarding reversal of fees, update to cash flow.
Glenn O'Keamey	Director 2	03/07/2013	0.3	545	163.5	Trade-On	Discussions with Eryn regarding Int gst treatment and resource fee gst,
Joan Springgate	Administration	03/07/2013	0.1	130	13	Trade-On	Trading payments /mob, note from Steve regarding commissions received, update to cash flows.
Joan Springgate	Administration	03/07/2013	0.2	130	26	Trade-On	Receipt voucher & posting receipt
Joan Springgate	Administration	03/07/2013	0.2	130	26	Trade-On	Receipt voucher & posting receipt
Joan Springgate	Administration	03/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springgate	Administration	03/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	03/07/2013	0.2	590	118	Trade-On	memo re operations/funding
Kelly-Anne Trenfield	Senior Managing Director	03/07/2013	0.1	590	59	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	03/07/2013	0.2	590	118	Trade-On	GOK re operations
Sally McBryde	Managing Director	03/07/2013	0.1	550	55	Employees	Receipt - check supporting documentation and coding of receipt voucher, approve in MYOB - Felicity Williams
Sally McBryde	Managing Director	03/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to ST Business Trust
Sally McBryde	Managing Director	03/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to wages
Sally McBryde	Managing Director	03/07/2013	0.2	550	110	Trade-On	Review payment request for Grace invoices, queries re Drake Insurance and records held
Sally McBryde	Managing Director	03/07/2013	1	550	550	Employees	Review issues for payroll period, approve for payroll
Sally McBryde	Managing Director	03/07/2013	0.5	550	275	Employees	Review & approve payroll
Sally McBryde	Managing Director	03/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Blue Broking re corporate travel insurance
Sally McBryde	Managing Director	03/07/2013	0.5	550	275	Trade-On	Queries re Grace records listing, Review records listing, discuss records required
Sally McBryde	Managing Director	03/07/2013	0.1	550	55	Employees	Email from Amber Koeman encl amendments worksheet, review & request advance payment
Sally McBryde	Managing Director	03/07/2013	1	550	550	Employees	Various emails regarding workflow for LM staff, Carolyn Hodge invoicing details, staff issues
Benjamin Robson	Accountant	04/07/2013	0.1	235	23.5	Trade-On	Email kelvin fair regarding Printer pick up time
Benjamin Robson	Accountant	04/07/2013	0.3	235	70.5	Trade-On	Receipt Loan from LMM advance t employees. Prepare payment to Amber Koeman.

Benjamin Robson	Accountant	04/07/2013	0.2	235	47	Trade-On	Receipt fund reimbursement to Main account in MYOB
Benjamin Robson	Accountant	04/07/2013	0.2	235	47	Trade-On	Receipt into MYOB commission from LMIM
Benjamin Robson	Accountant	04/07/2013	0.2	235	47	Trade-On	Correspondence with Carol of Macquarie regarding continued use of server equipment. Email Carol copy of letter sent to fish finance
Benjamin Robson	Accountant	04/07/2013	0.1	235	23.5	Employees	Michael Parker - find out last day
Brittany Newmann	Administration	04/07/2013	0.1	130	13	Administration	Mail in from Grace Records Management - Tax Invoice # R200245881
Brittany Newmann	Administration	04/07/2013	0.3	130	39	Administration	Draft 8873186 x25
Brittany Newmann	Administration	04/07/2013	0.1	130	13	Administration	Draft 8873187
Brittany Newmann	Administration	04/07/2013	0.2	130	26	Administration	Call to Bree Howe regarding incorrect PAYG Summary she received
Eloa Zuardi	Manager 1	04/07/2013	0.5	345	172.5	Administration	Small in re St Crispins - request to retrieve boxes from archives
Eloa Zuardi	Manager 1	04/07/2013	0.3	345	103.5	Employees	Advise Maribel re LM Admin wages
Eloa Zuardi	Manager 1	04/07/2013	0.5	345	172.5	Administration	EM Commission Remittance for account 100161, prepare vouchers
Eloa Zuardi	Manager 1	04/07/2013	1	345	345	Employees	Various discussions re Michelle Ballard invoice to 3 July 2013, Call to FEG - prepare payment
Eloa Zuardi	Manager 1	04/07/2013	0.3	345	103.5	Administration	Request - Archive Box numbers listing for Drake Insurance
Eloa Zuardi	Manager 1	04/07/2013	0.5	345	172.5	Employees	Discussions with Maribel re NSW Payroll Tax
Eloa Zuardi	Manager 1	04/07/2013	0.2	345	68	Employees	Email Group Certificate to Allina
Eloa Zuardi	Manager 1	04/07/2013	0.5	345	172.5	Administration	Follow up Michael Parker mobile phone before termination date
Eloa Zuardi	Manager 1	04/07/2013	0.3	345	103.5	Employees	Call Bree back re PAYG summary
Eloa Zuardi	Manager 1	04/07/2013	1	345	345	Administration	Review Payroll Tax Annual Reconciliation Lodgment for NSW
Glenn O'Keamey	Director 2	04/07/2013	2	545	1090	Trade-On	Discussions Simon Tickner regarding allocation of operational costs across funds, discussions with Ryan and John c regarding proposed allocations, review loan management fee data and preparation of invoice, review and reconcile FTI time sheets, liaise with RCL regarding collating information, drafting operational cost allocation memo - with RTZ, reallocation of operational costs based on avg turn over period, amendment of invoicing and issues with memo to Simon Tickner, issue documents to accounts team for processing.
Glenn O'Keamey	Director 2	04/07/2013	0.2	545	109	Trade-On	Review and consider MYOB amendments required, loan accounts/resources fees.
Sally McBryde	Managing Director	04/07/2013	0.6	550	330	Employees	Review payroll tax reconciliation for QLD & NSW, review differences in reports, discuss with EBZ, approve for lodgment
Sally McBryde	Managing Director	04/07/2013	0.1	550	55	Employees	Correspondence out draft - review and note contents, make changes where necessary, to SunCorp re Mandy Gardner
Sally McBryde	Managing Director	04/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to supplier
Sally McBryde	Managing Director	04/07/2013	0.1	550	55	Employees	Email from employee re PAYG summary
Sally McBryde	Managing Director	04/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Amber Koernan re advance
Sally McBryde	Managing Director	04/07/2013	0.1	550	55	Trade-On	Read & note business meeting minutes
Sally McBryde	Managing Director	04/07/2013	0.1	550	55	Employees	Email to John Corbett re Carolyn Hodge provision of further details of hours worked
Stuart Clancy	Manager 1	04/07/2013	0.1	345	34.5	Trade-On	Reviewing receipt and payment vouchers
Benjamin Robson	Accountant	05/07/2013	0.5	235	117.5	Trade-On	Follow up Blonnie from 1 Feb regarding outstanding charges, Correspondence with Hayley Serbin regarding Primer removal issues
Benjamin Robson	Accountant	05/07/2013	1.1	235	258.5	Trade-On	Receipt funds into MYOB for various invoice reimbursements from several funds
Benjamin Robson	Accountant	05/07/2013	0.3	235	70.5	Employees	Receipt funds into Main account, Amend date on Loan from LMIM receipt, Transfer funds to Brigit Zammit
Brittany Newmann	Administration	05/07/2013	0.4	235	94	Trade-On	Receipt invoices into MYOB from Fund reimbursements - LM Capalaba and 457 - 459 Lyon St
Brittany Newmann	Administration	05/07/2013	0.1	130	13	Administration	Mail in from Macquarie - Correspondence re insurance premium funding application
Brittany Newmann	Administration	05/07/2013	0.1	130	13	Administration	Add POD (Macquarie Equipment Rentals) in MYOB
Brittany Newmann	Administration	05/07/2013	0.1	130	13	Administration	Call to Irene Cailing to confirm postal address, Updated address in MYOB

Christine Alterator	Director 2	05/07/2013	0.7	545	381.5	Trade-On	Amend incorrect coding in MYOB
Eloa Zuardi	Manager 1	05/07/2013	0.3	345	103.5	Administration	Follow up Asian Media Campaign from ray/Gino
Eloa Zuardi	Manager 1	05/07/2013	0.2	345	69	Administration	POD received from Tyco Fire & Security
Eloa Zuardi	Manager 1	05/07/2013	0.5	345	172.5	Administration	Gowlings info 1755816 received from LM Canada.
Eloa Zuardi	Manager 1	05/07/2013	1.5	345	517.5	Employees	Review Super April-June 2013 QTR (pay period 27.3.13 - 25.6.13) ready for submission via Asgard Online payment total amount \$100,494.17
Eloa Zuardi	Manager 1	05/07/2013	0.3	345	103.5	Administration	Follow up Debt of Advances Birgit Zammit
Eloa Zuardi	Manager 1	05/07/2013	0.5	345	172.5	Employees	LMA Staff Expenses WK 05.07.13
Eloa Zuardi	Manager 1	05/07/2013	0.5	345	345	Administration	Update fund related expenses summary, prepare various MYOB Bank Receipts LMA
Glenn O'Keamey	Director 2	05/07/2013	0.3	545	169.5	Trade-On	reversal of Felicity Williams overpayment in Rockett Payroll
Glenn O'Keamey	Director 2	05/07/2013	0.1	545	54.5	Trade-On	statement/updated income invoicing etc.
Kelly-Anne Trenfield	Senior Managing Director	05/07/2013	0.1	590	59	Trade-On	Review and approve in MYOB - reimbursement from fund
Renee Lobb	Director 1	05/07/2013	0.1	485	48.5	Employees	Pay; review invoice for billing to MPF
Sally McBryde	Managing Director	05/07/2013	0.2	550	110	Employees	Review and save to file resignation of Carolyn Hodge as Company Secretary.
Sally McBryde	Managing Director	05/07/2013	0.1	550	55	Trade-On	Update on payment of Michelle Ballard from LMA & FEG Impact
Sally McBryde	Managing Director	05/07/2013	0.1	550	55	Employees	Review & sign account application for Australia Post
Sally McBryde	Managing Director	05/07/2013	0.1	550	55	Trade-On	Payment - check supporting documentation for payment to Michelle Ballard
Sally McBryde	Managing Director	05/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Michelle Ballard
Sally McBryde	Managing Director	05/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Birgit Zammit re advances
Sally McBryde	Managing Director	05/07/2013	0.2	550	110	Employees	Emails re reversal of Felicity Williams overpayment of wages & issues re reversal on Rockett system
Benjamin Robson	Accountant	08/07/2013	0.1	235	23.5	Employees	Follow up advances to Birgit and Amber
Benjamin Robson	Accountant	08/07/2013	0.2	235	47	Trade-On	Staff Expenses paid to F. Mulder
Benjamin Robson	Accountant	08/07/2013	0.4	235	94	Trade-On	AGIS records storage costs calculated, email to Eloa Zuardi and SAAI regarding recouping costs from AGIS, request record listing from Grace
Benjamin Robson	Accountant	08/07/2013	0.1	235	23.5	Trade-On	Grace records listing received
Benjamin Robson	Accountant	08/07/2013	0.3	235	70.5	Employees	Conferences with Michael partner regarding Col. form and handset. Email to Nicholas at Telstra requesting cancellation of Line
Benjamin Robson	Accountant	08/07/2013	0.2	235	47	Trade-On	Amendments to receipt vouchers for fund reimbursement
Benjamin Robson	Accountant	08/07/2013	2	235	470	Trade-On	Supplier invoice payment run, Preparation of MYOB payments to several suppliers regarding multiple Purchase Orders and invoices. Attach supporting documents. Receive and review invoices from Shred Ex and Grace records for next payment run.
Benjamin Robson	Accountant	08/07/2013	0.3	235	70.5	Trade-On	Follow up Kelvin Fair regarding outstanding Macquarie Payment. Follow up PCI partners regarding transfer of registration of vehicle
Benjamin Robson	Accountant	08/07/2013	0.1	235	23.5	Trade-On	Purchase Order 40 sent to H Serbin
Brittany Newman	Administration	08/07/2013	0.1	130	13	Administration	Final 8973187
Brittany Newman	Administration	08/07/2013	0.1	130	13	Administration	Add POD (GRACE Records) to MYOB
Brittany Newman	Administration	08/07/2013	0.1	130	13	Administration	Scan/Save PAYG Summary, Bree Howe + Mail out to Bree Howe - 8973187
Brittany Newman	Administration	08/07/2013	0.1	130	13	Administration	Mail in from GRACE Records Management - Tax Invoice #R200256534
Brittany Newman	Administration	08/07/2013	0.1	130	13	Administration	Scan/Save PAYG Summary, Peta Ioff + email amended PAYG Summary.
Christine Alterator	Director 2	08/07/2013	0.1	545	54.5	Employees	Review employees payments
Christine Alterator	Director 2	08/07/2013	0.1	545	54.5	Employees	Review cheque payment to Sunsuper and email EBZ requesting supporting documents
Eloa Zuardi	Manager 1	08/07/2013	1.5	345	517.5	Trade-On	Update cash flow and security position

Eloa Zuardi	Manager 1	08/07/2013	0.3	345	103.5	Trade-On	STAPLES AU Batched documents - 32167438
Eloa Zuardi	Manager 1	08/07/2013	0.5	345	172.5	Employees	Follow up Deed of Advances payments
Eloa Zuardi	Manager 1	08/07/2013	0.5	345	172.5	Administration	Request and review payroll reports re super, payroll tax and PAYG
Eloa Zuardi	Manager 1	08/07/2013	0.5	345	172.5	Administration	Complete paperwork for WorkCover renewal
Eloa Zuardi	Manager 1	08/07/2013	0.3	345	103.5	Administration	Follow up hardset that are LM property
Eloa Zuardi	Manager 1	08/07/2013	0.5	345	172.5	Employees	Carolyn's invoice received. Follow up details of work completed, Email John Corbett re tasks
Eloa Zuardi	Manager 1	08/07/2013	1	345	345	Trade-On	Review batch of payment suppliers
Eloa Zuardi	Manager 1	08/07/2013	0.3	345	103.5	Administration	Advise SAM re an urgent request to retrieve some records for funds as they have received a court direction to provide certain information by 17/07/13. Arrange payment of invoice
Eloa Zuardi	Manager 1	08/07/2013	0.2	345	69	Employees	Follow up Felicity Williams re outstanding balance to be paid.
Eloa Zuardi	Manager 1	08/07/2013	0.5	345	172.5	Administration	Email to Maribel to request re-do the QLD Annual Payroll Tax
Eloa Zuardi	Manager 1	08/07/2013	0.2	345	69	Administration	Forward paperwork to CMA re LMA payment to SunSuper \$222.30
Glenn O'Keamey	Director 2	08/07/2013	0.2	545	109	Trade-On	Review cash flow etc from Eloa- note regarding cash transfers for funding costs. note to BJR regarding deposits etc.
Joan Springate	Administration	08/07/2013	0.1	130	13	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	08/07/2013	0.1	130	13	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	08/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	08/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment.
Kelly-Anne Trenfield	Senior Managing Director	08/07/2013	0.1	550	59	Trade-On	Review and approve payment
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Employees	Review & sign PAYG summary for Peta Iott
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Employees	Correspondence out draft - review and note contents, make changes where necessary, to Bree Howe
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Trade-On	Review & approve PO for water
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Fran re expenses
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to staff donation
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Bree Howe & sign PAYG summary
Sally McBryde	Managing Director	08/07/2013	0.2	550	110	Employees	Review June 13 air super payments
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Employees	Review wages declaration for WorkCover
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Employees	Email from Jenny Story re proxy form for meeting of creditors & respond to same
Sally McBryde	Managing Director	08/07/2013	0.5	550	275	Employees	Review PAYG summaries, check figures, check address, amend where necessary, approve for final
Sally McBryde	Managing Director	08/07/2013	1	550	550	Employees	Updating employee schedule
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Trade-On	Read Enote contents of business meeting minutes
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Trade-On	Emails re Grave records invoice & approve for payment
Sally McBryde	Managing Director	08/07/2013	0.1	550	55	Trade-On	Email in relation to Carolyn Hedge invoice and query re breakdown of time spent
Benjamin Robson	Accountant	09/07/2013	0.2	235	47	Trade-On	Receipt management fee funds into account
Benjamin Robson	Accountant	09/07/2013	0.2	235	47	Trade-On	Correspondence with Carol Jerns from Macquarie regarding outstanding amounts and POD
Benjamin Robson	Accountant	09/07/2013	0.2	235	47	Trade-On	Receipt funds into bank account from Loan management fees
Benjamin Robson	Accountant	09/07/2013	0.1	235	23.5	Trade-On	Request to Grace records for Purchase Order to be attached to all services
Benjamin Robson	Accountant	09/07/2013	0.2	235	47	Trade-On	Email from Kelvin Fell regarding outstanding Macquarie Invoice. Discuss with GOK
Benjamin Robson	Accountant	09/07/2013	0.1	235	23.5	Trade-On	Phone call from XBC regarding invoice payments
Benjamin Robson	Accountant	09/07/2013	0.1	235	23.5	Trade-On	Amend batch in <MYOB

Accountant	Date	Hours	Rate	Trade-On	Description
Benjamin Robson	09/07/2013	0.5	235	117.5	Review invoices on request of Eloa Zuardi regarding pre appointment amounts and post appointment charges still payable. Several suppliers
Brittany Newnam	09/07/2013	0.1	130	13	Mail in from Web Design Magic - Tax Invoice #8490, #8513 & #8514
Brittany Newnam	09/07/2013	0.1	130	13	Mail in from TNT Express - Tax Invoice #41270945
Brittany Newnam	09/07/2013	0.1	130	13	Call to Felecity Williams chasing up outstanding payment of \$787.04.
Brittany Newnam	09/07/2013	0.1	130	13	Amend bank voucher - Impressions Finance Pty Ltd 24/06/13.
Brittany Newnam	09/07/2013	0.1	130	13	Mail in from Macquarie Telecom - Tax Invoice #635230
Brittany Newnam	09/07/2013	0.2	130	26	Final 8973186 x 25
Brittany Newnam	09/07/2013	0.1	130	13	Aud Financial Services Complaints Ltd as Creditor
Brittany Newnam	09/07/2013	0.2	130	26	Amend 8973181
Brittany Newnam	09/07/2013	0.1	130	13	Delete Macquarie Equipment Finance POD from MYOB
Christine Altorator	09/07/2013	0.1	545	54.5	Review Electronic Funds Transfer reimbursement to Fran and staff donation
Eloa Zuardi	09/07/2013	1	345	345	Review supplier payments run and submit into MYOB
Eloa Zuardi	09/07/2013	1	345	345	Various amendments on MYOB vouchers
Eloa Zuardi	09/07/2013	0.2	345	68	Prepare receipt voucher for \$214,426.40 received into LMA.
Eloa Zuardi	09/07/2013	1	345	345	Review PAYG summaries for all current employees. Check addressed to be updated
Eloa Zuardi	09/07/2013	0.2	345	68	Email in from Drake Insurance re records to be reviewed
Eloa Zuardi	09/07/2013	0.2	345	68	Follow up payment of Macquarie Telecom lines relating to Drake Insurance
Eloa Zuardi	09/07/2013	1	345	345	Update cash flow with various suppliers payments and leasing contracts
Eloa Zuardi	09/07/2013	0.2	345	68	Email in re Replenishment of Patsy Cash
Eloa Zuardi	09/07/2013	0.2	345	68	Advise BJR re final installments of contract charged to date
Eloa Zuardi	09/07/2013	0.2	345	68	Arrange WorkCover renewal
Eloa Zuardi	09/07/2013	0.3	345	103.5	Advise Maribel to submit super lodgment for the adjusted total \$100,113.41
Eloa Zuardi	09/07/2013	0.3	345	103.5	Review Macquarie Telecom ac for month of June and email Joe re Drake Insurance directory charges
Eloa Zuardi	09/07/2013	0.1	345	34.5	Follow up Carolyn re FOS invoices
Glenn O'Keamey	09/07/2013	1	545	545	Review cash flows and update SOP and cash flow. Discussions with Eloa regarding updates to mob. review and approval of mob vouchers - receipts and trading payments. Discussions with BJR regarding trading payments. review insurance policies and note to Eloa. discussions cash position with Kelly.
Joan Springate	09/07/2013	0.4	130	52	Receipt voucher & posting receipt
Joan Springate	09/07/2013	0.3	130	39	Setting up Online payment & posting payment
Kelly-Anne Trenfield	09/07/2013	0.2	580	118	GOK re advice on funding/management fees
Sally McBryde	09/07/2013	0.2	580	110	Email from Capelle Mess re outstanding entitlements & super & compiling new POD. review entitlements and respond to same
Sally McBryde	09/07/2013	0.1	580	55	Email from June Burt re proxy for 2nd creditor meeting & response to same
Sally McBryde	09/07/2013	0.1	580	55	Email from Maribel re update on PAYG summary timing. obtain update & respond to same
Sally McBryde	09/07/2013	0.5	580	275	Email from Maribel re leave for pay week, review details, look at parental leave information & respond with queries
Sally McBryde	09/07/2013	0.1	580	55	Email re employee expense authorization
Benjamin Robson	10/07/2013	0.2	235	47	Purchase Order 41 request for black toner
Benjamin Robson	10/07/2013	0.2	235	47	Outstanding Macquarie invoice work regarding Drake/AGIS
Benjamin Robson	10/07/2013	1	235	235	Correspondence with suppliers regarding outstanding invoices. Request of debts to be written off from CCH. Report to discussion with Eloa Zuardi on invoice payments
Benjamin Robson	10/07/2013	0.2	235	47	Correspondence with Andre rundle at PCI regarding transfer of vehicle rego

Brittany Newman	Administration	10/07/2013	0.1	130	13	Administration	Mail in from QLD Government, Office of State Revenue - Correspondence regarding land tax
Brittany Newman	Administration	10/07/2013	0.5	130	65	Administration	Amend payment vouchers in MYOB
Brittany Newman	Administration	10/07/2013	0.1	130	13	Administration	Amend 89731186 x 2
Brittany Newman	Administration	10/07/2013	0.3	130	39	Administration	Scan/Save/Namie PAYG Summary x 25
Brittany Newman	Administration	10/07/2013	0.4	130	52	Administration	Mail out to various LM Employees - 89731186 + Pay Summary x 25
Brittany Newman	Administration	10/07/2013	0.1	130	13	Administration	Amend, Format & Final 89731181
Brittany Newman	Administration	10/07/2013	0.2	130	26	Administration	Filing - Section 3 & 7
Eloa Zuardi	Manager 1	10/07/2013	0.3	345	103.5	Trade-On	Update re phone lines charges
Eloa Zuardi	Manager 1	10/07/2013	1	345	345	Trade-On	review the insurance invoices and policies, Arrange payments
Eloa Zuardi	Manager 1	10/07/2013	1	345	345	Trade-On	Payment of wages
Eloa Zuardi	Manager 1	10/07/2013	0.6	345	207	Trade-On	Review various invoices/statements for payment
Eloa Zuardi	Manager 1	10/07/2013	0.5	345	172.5	Administration	Various discussions with Macquarie Telecom re Account 127011 and cancellation of Drake Insurance phone lines & services
Eloa Zuardi	Manager 1	10/07/2013	0.2	345	68	Employees	Further details received for Carolyn Hodge invoice, Arrange payment
Jean Springale	Administration	10/07/2013	0.1	130	13	Trade-On	Receipt voucher & posting receipt
Jean Springale	Administration	10/07/2013	0.3	130	38	Trade-On	Setting up Online payment & posting payment
Jean Springale	Administration	10/07/2013	0.3	130	38	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Tranfield	Senior Managing Director	10/07/2013	0.1	590	59	Trade-On	Review and approve payment Review and approve payroll
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to ST Business Trust
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to wages
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to staff donation
Sally McBryde	Managing Director	10/07/2013	0.5	550	275	Employees	Review wages & leave taken by employees, review payroll & approve for payment
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Trade-On	Review & approve PO for toner for commercial lending printer
Sally McBryde	Managing Director	10/07/2013	0.4	550	220	Employees	Review & sign PAYG summaries & letters to employees containing same
Sally McBryde	Managing Director	10/07/2013	0.2	550	110	Employees	Check Advances payments made, update spreadsheet with details
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Trade-On	Reviewing detailed invoices for Carolyn Hodge time worked, discuss approval requirements
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Trade-On	Review & approve NBSExpress PO for office supplies
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Employees	Email from Eryn Vannucci re POD & 2nd meeting, respond to same
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Employees	Email from Eryn Vannucci re FEG claim and responses on form, consider & respond to same
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Employees	Email from Eryn Vannucci enclosing POD, check details, advise amendments, respond to queries re same
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Trade-On	Email re insurance costs & which entity to pay
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Carolyn Hodge
Sally McBryde	Managing Director	10/07/2013	0.1	550	55	Trade-On	Follow up re removal of equipment & disclaiming of level 3
Sally McBryde	Managing Director	10/07/2013	2	550	1100	Trade-On	Attend premises, employee queries, trade on issues
Benjamin Robson	Accountant	11/07/2013	1	235	235	Employees	Employee handiset recovery value analysis
Benjamin Robson	Accountant	11/07/2013	0.1	235	23.5	Trade-On	Email Kellie from Impressions finance regarding printers
Brittany Newman	Administration	11/07/2013	0.1	130	13	Administration	Re-final 89731181
Brittany Newman	Administration	11/07/2013	0.1	130	13	Administration	Final 89731185
Brittany Newman	Administration	11/07/2013	0.1	130	13	Administration	Mail out to SunSuper - 89731185 + CHQ \$222.30
Eloa Zuardi	Manager 1	11/07/2013	0.5	345	172.5	Administration	Various emails in re The LM Australian Units Fund outstanding invoice and payment

Eloa Zuardi	Manager 1	11/07/2013	0.5	345	172.5	Trade-On	PO received for Landmark, Rooky Hill - Travel. Review, arrange approval and request booking
Eloa Zuardi	Manager 1	11/07/2013	0.3	345	103.5	Trade-On	Follow up suppliers payment run
Eloa Zuardi	Manager 1	11/07/2013	0.3	345	103.5	Administration	Email in re Directory Listing Charges on Macquarie invoice.
Eloa Zuardi	Manager 1	11/07/2013	0.1	345	34.5	Administration	Follow up BAS
Eloa Zuardi	Manager 1	11/07/2013	0.5	345	172.5	Trade-On	Arrange renewal of work cover premium for full year ending 30 June 2014
Eloa Zuardi	Manager 1	11/07/2013	0.2	345	69	Employees	Follow up payment of Felicity Williams
Glenn O'Keamey	Director 2	11/07/2013	1.2	545	654	Trade-On	Review CBA accounts/MYOB; update to cash flows and trading SOP; updates to asset based SOP - Issue to Kelly for discussion, approve MYOB trading payments;
Glenn O'Keamey	Director 2	11/07/2013	1	545	645	Trade-On	Further review of consultant invoices, review of LMA trading/RE time - allocations, discussions with Kelly and Ryan regarding cost allocations, discussions with Ash triplady regarding cost allocations.
Jean Springate	Administration	11/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Jean Springate	Administration	11/07/2013	0.5	130	65	Trade-On	Bank Rec
Sally McBryde	Managing Director	11/07/2013	0.2	550	110	Employees	Email from Eryn Vannucci re attendance at second meeting of creditors as she is overseas then, respond to queries re proxy etc.
Sally McBryde	Managing Director	11/07/2013	0.1	550	55	Employees	Email from WorkCover enclosing invoice for FY14, email to/from EBZ re installment plan
Sally McBryde	Managing Director	11/07/2013	0.1	550	55	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Sunsuper
Sally McBryde	Managing Director	11/07/2013	0.1	550	55	Employees	Email re PAYG summary for Felicity Williams, chase up balance of overpayment
Sally McBryde	Managing Director	11/07/2013	0.1	550	55	Employees	Email from EBZ re WorkCover & payment options, review recommendation & request information re early payment discount
Sally McBryde	Managing Director	11/07/2013	0.5	550	275	Trade-On	Review Blue Broking Fee Scope, determine that fund portion is ok to pay, email to Blue Broking and request relevant invoices
Stuart Clancy	Manager 1	11/07/2013	0.5	345	172.5	Trade-On	Reviewing SOP and updating excel spreadsheet regarding Assets and Liabilities of the Company. Email to GOK regarding update and action undertaken and queries.
Benjamin Robson	Accountant	12/07/2013	0.3	235	70.5	Trade-On	Follow up Nicholas regarding Telstra charges, review invoices outstanding against LMA
Brittany Newman	Administration	12/07/2013	0.1	130	13	Administration	Enter POD (Eryn Vannucci) in MYOB
Brittany Newman	Administration	12/07/2013	0.5	130	65	Administration	Call to Sensis/White Pages to have directory charges for 07 5528 8955 canceled, Prepare 8973n28.
Brittany Newman	Administration	12/07/2013	0.1	130	13	Administration	Amend POD in MYOB.
Brittany Newman	Administration	12/07/2013	0.1	130	13	Administration	Sent email to sydcos@sensis.com.au requesting cancellation of directory charges for 07 5526 8955.
Christine Alterator	Director 2	12/07/2013	0.2	545	109	Trade-On	Review Electronic Funds Transfer payments and Phone Call to EBZ regarding queries
Christine Alterator	Director 2	12/07/2013	0.2	545	108	Trade-On	Review unreported payment runs
Eloa Zuardi	Manager 1	12/07/2013	0.2	345	69	Administration	Follow up Payment Cairyni Hodge
Eloa Zuardi	Manager 1	12/07/2013	0.2	345	69	Administration	Email out to WorkCover re monthly installments.
Eloa Zuardi	Manager 1	12/07/2013	0.5	345	172.5	Trade-On	Email out to Jason from Surely IT re internet services cancelled and actives for LMA
Eloa Zuardi	Manager 1	12/07/2013	0.5	345	172.5	Trade-On	Review various invoices/statements received 10th and 11th July 2013
Eloa Zuardi	Manager 1	12/07/2013	0.2	345	69	Employees	Staff expense reimbursement - Sean Haydock \$769.37
Eloa Zuardi	Manager 1	12/07/2013	0.2	345	69	Trade-On	Phone call in from CIMA re Grace records invoice
Eloa Zuardi	Manager 1	12/07/2013	0.2	345	69	Trade-On	Email out re cancellation of sensis directory charges
Eloa Zuardi	Manager 1	12/07/2013	1	345	345	Trade-On	Review and arrange on line lodgment of QLD Annual Payroll Tax - Client Number 0003767068
Eloa Zuardi	Manager 1	12/07/2013	0.2	345	69	Administration	Email out re Clear out Level 3 - Update
Glenn O'Keamey	Director 2	12/07/2013	0.1	545	54.5	Trade-On	Review and approve Eryn invoices.
Glenn O'Keamey	Director 2	12/07/2013	0.2	545	109	Trade-On	Trading issues/ note to Eloa, review payment approvals and approve in MYOB.
Glenn O'Keamey	Director 2	12/07/2013	0.2	545	109	Trade-On	Sign off purchase orders, trading issues with Eloa
Jean Springate	Administration	12/07/2013	0.5	130	65	Trade-On	Setting up Online payment & posting payment

Joan Springate	Administration	12/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	12/07/2013	0.4	130	52	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	12/07/2013	0.1	130	13	Trade-On	Bank Rec
Kelly-Anne Trenfield	Senior Managing Director	12/07/2013	0.1	590	59	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	12/07/2013	0.1	590	59	Trade-On	Review sop/cash flow
Kelly-Anne Trenfield	Senior Managing Director	12/07/2013	0.1	590	59	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	12/07/2013	0.2	590	118	Trade-On	Review of Carolina Hodge payment Review and sign letter to QEM Lawyers re termination of lease
Sally McBryde	Managing Director	12/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Eryn Vannucci
Sally McBryde	Managing Director	12/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Blue Broking for insurance
Sally McBryde	Managing Director	12/07/2013	0.1	550	55	Employees	Review & sign Annual return group employer CSR
Sally McBryde	Managing Director	12/07/2013	0.5	550	275	Employees	Updating employee details, details of advance schedule
Sally McBryde	Managing Director	12/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to CSR for payroll tax
Sally McBryde	Managing Director	12/07/2013	0.1	550	55	Employees	Email from Maribel with details of Michael Parker's leave on termination, review and query re negative annual leave, confirm with RFZ that he will work AL hours owed
Renee Lobb	Director 1	15/07/2013	0.2	485	97	Trade-On	Review file and locate LM Investment Management Ltd and LMA service agreement, Take to DJB meeting.
Eloa Zuardi	Manager 1	15/07/2013	1.5	345	517.5	Trade-On	Update cash flow and security position.
Eloa Zuardi	Manager 1	15/07/2013	0.3	345	103.5	Employees	Follow up Payment Carolyn Hodge
Eloa Zuardi	Manager 1	15/07/2013	0.2	345	69	Trade-On	STAPLES AU Batched documents - 92167498
Eloa Zuardi	Manager 1	15/07/2013	0.1	345	34.5	Administration	Follow up BAS
Eloa Zuardi	Manager 1	15/07/2013	0.3	345	103.5	Administration	Email out to Carol re fish finance contract in name of LMA
Eloa Zuardi	Manager 1	15/07/2013	0.2	345	69	Employees	Forward invoice from Carolyn Hodge for approval
Eloa Zuardi	Manager 1	15/07/2013	0.2	345	69	Trade-On	Follow up Replenishment of Petty Cash documents
Eloa Zuardi	Manager 1	15/07/2013	0.3	345	103.5	Trade-On	Email to Zoran re various ASIC invoices to be paid at fund level
Eloa Zuardi	Manager 1	15/07/2013	0.2	345	69	Administration	Petty cash cheque request
Eloa Zuardi	Manager 1	15/07/2013	0.2	345	69	Employees	Payment received from Felicity Williams
Eloa Zuardi	Manager 1	15/07/2013	0.2	345	69	Administration	Advise SAM WorkCover options of payment
Benjamin Robson	Accountant	15/07/2013	0.7	235	164.5	Trade-On	Draft letter to P. Drake requesting payment of Marquarie Telecom Invoice Draft Letter to fish Finance requesting collection of equipment
Benjamin Robson	Accountant	15/07/2013	0.3	235	70.5	Trade-On	Correspondence with h. Serbin regarding Unused NEC hardware
Benjamin Robson	Accountant	15/07/2013	0.2	235	47	Trade-On	Purchase Order 44
Benjamin Robson	Accountant	15/07/2013	1.2	235	282	Trade-On	Review of outstanding Invoices to LMA, phone calls to ASIC requesting details of invoice, phone call to several suppliers requesting dates charges incurred, Organize into pre appointment and post appointment charges and send for approval
Joan Springate	Administration	15/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	15/07/2013	0.3	130	38	Trade-On	Setting up Online payment & posting payment
Brittany Newman	Administration	15/07/2013	0.1	130	13	Administration	Amend date on bank voucher in MYOB
Brittany Newman	Administration	15/07/2013	0.1	130	13	Administration	Mail in from Maribel Ball - Petty Cash Receipts for EBZ
Brittany Newman	Administration	15/07/2013	0.3	130	39	Administration	Setup Save Invoices & Supporting documents to 8973\Fund Related Expenses\MIPF
Sally McBryde	Managing Director	15/07/2013	0.1	550	55	Employees	Email from Maribel re Michael Parker's negative annual leave & Rockfast system requirements, respond to Maribel re MIP working out negative annual leave
Sally McBryde	Managing Director	15/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Michelle Ballard

Sally McBryde	Managing Director	15/07/2013	0.1	550	55	Trade-On	Email from KAT re Carolyn Hodge rate, email JC re same
Kelly-Anne Trenfield	Senior Managing Director	15/07/2013	0.3	580	177	Trade-On	Staffing costs of staffing review GOK cost allocations
Christine Alterator	Director 2	15/07/2013	0.1	545	54.5	Trade-On	See KAT regarding approval of Electronic Funds Transfers
Christine Alterator	Director 2	15/07/2013	0.1	545	54.5	Trade-On	Review payment to Michelle Ballard and OSR for payroll tax
Glenn O'Keamey	Director 2	15/07/2013	0.1	545	54.5	Trade-On	Review updated cash flow/sop for week, note to Elio
Glenn O'Keamey	Director 2	15/07/2013	0.3	545	163.5	Trade-On	Review of updated cash flow and SOP, amendment to Elio work, note to Kelly
Benjamin Robson	Accountant	16/07/2013	0.2	235	47	Trade-On	Follow up Purchase Order 44 and send approval to H Serbin
Benjamin Robson	Accountant	16/07/2013	1.1	235	268.5	Trade-On	Supplier payment run, MYOB processing of payment vouchers scan save and attach supporting documents
Benjamin Robson	Accountant	16/07/2013	0.6	235	141	Trade-On	Scan in and save all documents regarding petty cash expenses for past few months, create MYOB voucher for reimbursement of float
Benjamin Robson	Accountant	16/07/2013	0.5	235	117.5	Trade-On	Correspondence with Sean Hayward and SAM regarding transfer of rego of Filux from Young Land Services, Sean and save transfer forms and send to Sean
Joan Springate	Administration	16/07/2013	0.3	130	38	Trade-On	Setting up Online payment & posting payment
Brittany Newman	Administration	16/07/2013	0.1	130	13	Administration	Mail in from TNT Express - Tax Invoice #41320324
Brittany Newman	Administration	16/07/2013	0.1	130	13	Administration	Mail in from PCI - Correspondence re Young Land Corporation Pty Ltd
Brittany Newman	Administration	16/07/2013	0.1	130	13	Administration	Mail in from XBC Business Centre - Tax Invoice # X00496472
Brittany Newman	Administration	16/07/2013	0.1	130	13	Administration	Enter payment received from Felicity Williams in to MYOB
Brittany Newman	Administration	16/07/2013	0.1	130	13	Administration	Amend, Format & Final 89731169
Brittany Newman	Administration	16/07/2013	0.1	130	13	Administration	Scan/Save/Email 89731181 to peterm@qbntview.com.au + Mail out
Brittany Newman	Administration	16/07/2013	0.1	130	13	Administration	Draft 89731192
Sally McBryde	Managing Director	16/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to OSR for payroll tax, check MYOB, check Commbiz statements to determine of paid
Sally McBryde	Managing Director	16/07/2013	0.1	550	55	Employees	Email from EBZ with options to pay WorkCover, review options, respond to same
Sally McBryde	Managing Director	16/07/2013	0.2	550	110	Trade-On	Various emails re Carolyn Hodge injury rate & replacement
Sally McBryde	Managing Director	16/07/2013	0.1	550	55	Trade-On	Update on move from Level 3 to level 1, 38 Cevill Av
Sally McBryde	Managing Director	16/07/2013	0.5	550	275	Employees	Email from Maribel with leave for payroll, review leave & balances, email queries to Maribel
Sally McBryde	Managing Director	16/07/2013	0.1	550	55	Employees	Review of coding for repayment of overpaid wages, email to EBZ re same
Sally McBryde	Managing Director	16/07/2013	0.1	550	55	Employees	Email to Fran re staff email re timesheets for allocation to funds
Kelly-Anne Trenfield	Senior Managing Director	16/07/2013	0.1	590	59	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	16/07/2013	0.1	590	59	Trade-On	Email re payment to Carolyn Hodge
Kelly-Anne Trenfield	Senior Managing Director	16/07/2013	0.1	590	59	Trade-On	Review cash flow/sop
Elio Zuardi	Manager 1	16/07/2013	0.5	345	172.5	Administration	Call to Brisbane re invoice for payment for Carolyn Hodge and check bank incorrect transfer, request amendments
Elio Zuardi	Manager 1	16/07/2013	1	345	345	Trade-On	Review all expenses paid up to 30 June and include fund related expenses, split by fund and calculate amounts to be invoiced
Elio Zuardi	Manager 1	16/07/2013	0.5	345	172.5	Trade-On	Email in re Outstanding invoices for regulatory services provided in Singapore
Elio Zuardi	Manager 1	16/07/2013	0.2	345	69	Trade-On	Statement from Search Factory Pty Ltd
Elio Zuardi	Manager 1	16/07/2013	0.5	345	172.5	Trade-On	Review various ASIC charges re funds lodgment's
Glenn O'Keamey	Director 2	16/07/2013	0.3	545	163.5	Trade-On	Review petty cash receipts/stop up request, discuss with BJR, review fund debts not payable by current funds, notes to Elio
Glenn O'Keamey	Director 2	16/07/2013	0.3	545	163.5	Trade-On	Review advice ash tipply regarding Infr and operational costs, note to ash
Benjamin Robson	Accountant	17/07/2013	0.2	235	47	Trade-On	Review rego transfer papers from Sean, send further documents to be signed
Benjamin Robson	Accountant	17/07/2013	0.2	235	47	Trade-On	Update Cash flow with weekly payments

Benjamin Robson	Accountant	17/07/2013	0.4	235	94	Trade-On	Purchase Order 28 and 29 regarding Duty and Safety Certificate for Hilux rego transfer
Benjamin Robson	Accountant	17/07/2013	0.2	235	47	Trade-On	Amend payment to Macquarie and include August invoice for payment
Benjamin Robson	Accountant	17/07/2013	0.1	235	23.5	Trade-On	Request regarding address of sender invoice
Benjamin Robson	Accountant	17/07/2013	0.1	235	23.5	Trade-On	Email Carol Kiernan regarding NEC handsets
Benjamin Robson	Accountant	17/07/2013	0.1	235	23.5	Trade-On	Email Hayley regarding NEC handsets
Benjamin Robson	Accountant	17/07/2013	0.2	235	47	Trade-On	Purchase Order 46 approved and send to H. Serblin
Joan Springate	Administration	17/07/2013	0.1	130	13	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	17/07/2013	0.1	130	13	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	17/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	17/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Brittany Newman	Administration	17/07/2013	0.1	130	13	Administration	Scan/Save/Email 89731189 to pdtrake@outlook.com & pdtrake@LMAustralia.com + Mail out.
Brittany Newman	Administration	17/07/2013	1.1	130	143	Administration	Prepare BAS (1 Apr - 30 Jun 2013)
Sally McBryde	Managing Director	17/07/2013	0.1	550	55	Employees	Email from Tracy grant re update on redundancy payment, provide update
Sally McBryde	Managing Director	17/07/2013	0.3	550	165	Employees	Ennells from Maribel re leave for payroll, review & approve
Sally McBryde	Managing Director	17/07/2013	0.2	550	110	Employees	Review payroll report, approve for processing
Sally McBryde	Managing Director	17/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Carolyn Hodge
Sally McBryde	Managing Director	17/07/2013	0.1	550	65	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to ST Business trust
Sally McBryde	Managing Director	17/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to wages
Sally McBryde	Managing Director	17/07/2013	0.1	550	55	Trade-On	Review & approve PO for office supplies, water
Sally McBryde	Managing Director	17/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to superannuation
Sally McBryde	Managing Director	17/07/2013	0.1	550	55	Employees	Receipt - check supporting documentation and coding of receipt voucher, approve in MYOB
Sally McBryde	Managing Director	17/07/2013	0.1	550	55	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Felicity Williams, check PAYG summary
Kelly-Anne Trenfield	Senior Managing Director	17/07/2013	0.1	580	59	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to staff donation
Eloa Zuari	Manager 1	17/07/2013	0.2	345	69	Employees	Review and approve payroll
Eloa Zuari	Manager 1	17/07/2013	1	345	345	Trade-On	Proof of Debt Claim Form - Virginia Battison
Eloa Zuari	Manager 1	17/07/2013	0.5	345	172.5	Trade-On	Payment of wages and subcontractors
Eloa Zuari	Manager 1	17/07/2013	0.3	345	103.5	Employees	Arrange super payment for period April to June
Eloa Zuari	Manager 1	17/07/2013	0.3	345	103.5	Employees	Amendments on PAYG summary for Felicity Williams
Eloa Zuari	Manager 1	17/07/2013	0.5	345	172.5	Administration	Payment summary for Hayley
Eloa Zuari	Manager 1	17/07/2013	0.2	345	69	Trade-On	Email in re Couran Cove Resort Marine Apartments 105764 Lot 31 and 32 - Outstanding Contributions
Christine Alterator	Director 2	17/07/2013	0.2	545	109	Trade-On	PO for 109 Archive boxes for collection from LM
Christine Alterator	Director 2	17/07/2013	1.2	545	654	Trade-On	Review payroll, Electronic Funds Transfer for donation / Simon Tickner and Caroline Hodge
Glenn O'Kearney	Director 2	17/07/2013	0.1	545	54.5	Trade-On	Review email form EBZ regarding R&P and amend issues; Phone Call with EBZ and work through problems over phone
Benjamin Robson	Accountant	18/07/2013	0.2	235	47	Trade-On	Call form ash tipaloty regarding Jim advice.
Benjamin Robson	Accountant	18/07/2013	0.5	235	117.5	Trade-On	Personal email from Hayley Serblin, email SAM
Benjamin Robson	Accountant	18/07/2013	0.2	235	47	Trade-On	Organization of handsets to be collected, draft disclaimer letter, Correspondence with Carol from Macquarie, Hayley Serblin and SAM
Benjamin Robson	Accountant	18/07/2013	0.2	235	47	Trade-On	Personal email from Grace Records regarding large purchase order for box storage, Correspondence with Hayley Serblin

Benjamin Robson	Accountant	18/07/2013	0.2	235	47	Creditors	Payment to Macquarie equipment rentals for March - July
Benjamin Robson	Accountant	18/07/2013	0.2	235	47	Trade-On	Correspondence with Carol Klemes at Macquarie regarding handsets to be returned, procedure and continuation of contract terms
Benjamin Robson	Accountant	18/07/2013	0.3	235	70.5	Creditors	Purchase Order 45 entered in Purchase Order register. Purchase Order 46 reviewed and forward for approval.
Joan Springate	Administration	18/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	18/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Brittany Newnman	Administration	18/07/2013	0.1	130	13	Administration	Amand 69731/88
Brittany Newnman	Administration	18/07/2013	0.3	130	39	Administration	Filing
Sally McBryde	Managing Director	18/07/2013	0.1	550	55	Trade-On	Update on office vacation & removal of boxes to archives
Kelly-Anne Trenfield	Senior Managing Director	18/07/2013	0.1	590	59	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	18/07/2013	0.4	590	236	Trade-On	Review legal advice re management fees, review emails & respond re allocation of fees
Kelly-Anne Trenfield	Senior Managing Director	18/07/2013	0.1	590	59	Trade-On	Review and approve payment
Eloa Zuardi	Manager 1	18/07/2013	0.5	345	172.5	Trade-On	Phone call in re Overdue invoice 36232; From Iseek Communications Pty Ltd
Eloa Zuardi	Manager 1	18/07/2013	0.2	345	69	Administration	Email to Hayley re NEC Handsets and Archive boxes
Eloa Zuardi	Manager 1	18/07/2013	0.5	345	172.5	Trade-On	Follow up Paly Cash Reimbursement \$489.65
Eloa Zuardi	Manager 1	18/07/2013	0.2	345	65	Administration	Email to Maribel re GST queries
Eloa Zuardi	Manager 1	18/07/2013	0.6	345	207	Trade-On	Email in from Teisara re charges post appointment. Review and request Nicholas split of charges and invoice to be re-issued
Christine Allertor	Director 2	18/07/2013	0.1	545	54.5	Employees	review super payment
Christine Allertor	Director 2	18/07/2013	0.1	545	54.5	Employees	Initialise review of super
Christine Allertor	Director 2	18/07/2013	0.4	545	218	Trade-On	review supplier payments and email queries to EBZ
Brittany Newnman	Administration	19/07/2013	0.3	130	39	Administration	Update various employees POD's in MYOB
Brittany Newnman	Administration	19/07/2013	0.3	130	39	Administration	Call to Jean at Iseek Communications regarding payment for invoice 00036232
Brittany Newnman	Administration	19/07/2013	0.1	130	13	Administration	Prepare payment voucher for Iseek Communications Pty Ltd Invoice 00035232
Brittany Newnman	Administration	19/07/2013	0.1	130	13	Administration	Wait in from QBM Lawyers - Correspondence; Mark Kelly Investments Pty Ltd as trustee lease to LMA as trustee Level 4, RSL Centre, 9 Beach Road Surfairs Paradise
Brittany Newnman	Administration	19/07/2013	0.9	130	13	Administration	Remove creditor from MYOB
Sally McBryde	Managing Director	19/07/2013	0.1	550	56	Trade-On	Filing
Sally McBryde	Managing Director	19/07/2013	0.1	550	56	Trade-On	Correspondence out draft - review and note contents, make changes where necessary, to Baronsand re vacating Level 3, review Form 509B
Sally McBryde	Managing Director	19/07/2013	0.1	550	56	Employees	Email from Virginia Battalon re change to maternity leave dates, execute change of leave details form, email John Corbett to determine if role will be made redundant, respond to VB
Kelly-Anne Trenfield	Senior Managing Director	19/07/2013	0.1	590	59	Trade-On	Review & approve order at NetExpress for office supplies
Joan Springate	Administration	19/07/2013	0.3	130	39	Trade-On	Review and approve payment
Eloa Zuardi	Manager 1	19/07/2013	0.5	345	172.5	Trade-On	Setting up Online payment & posting payment
Eloa Zuardi	Manager 1	19/07/2013	0.2	345	69	Administration	Email in from GMA re LMA Supplier Payments and 2 supplier invoices details. Confirm and advise re Amounts to be paid
Eloa Zuardi	Manager 1	19/07/2013	0.2	345	69	Employees	Advise re Overdue Invoice 36232; From Iseek Communications Pty Ltd
Joan Springate	Administration	22/07/2013	0.3	130	39	Trade-On	Group Certificate for Evelyn
Eloa Zuardi	Manager 1	22/07/2013	0.2	345	69	Administration	Setting up Online payment & posting payment
Eloa Zuardi	Manager 1	22/07/2013	0.3	345	103.5	Administration	STAPLES AU Batched documents - 32167438
Eloa Zuardi	Manager 1	22/07/2013	0.3	345	103.5	Administration	Advise SAC re Belinda Gates vehicle
Eloa Zuardi	Manager 1	22/07/2013	1.5	345	617.5	Trade-On	Update cash flow and security position

Eloa Zuardi	Manager 1	22/07/2013	0.2	345	69	Trade-On	Request update on status of The move from L 3 to L1. Phone call & email in from Maribel re Gold Coast Petty cash cheque \$488.65 returned and necessary amendments for cheque to be banked
Eloa Zuardi	Manager 1	22/07/2013	0.5	345	172.5	Trade-On	Review employee addresses on RTC sent out
Eloa Zuardi	Manager 1	22/07/2013	0.3	345	103.5	Employees	Matthew Ayre - LMA Amended Proof of Debt
Eloa Zuardi	Manager 1	22/07/2013	0.2	345	69	Employees	Update personal email address for COC members
Eloa Zuardi	Manager 1	22/07/2013	0.5	345	172.5	Administration	Advise Maribel re Super payment
Eloa Zuardi	Manager 1	22/07/2013	0.2	345	69	Administration	Air to disclaim level 3 Cavill ave
Eloa Zuardi	Manager 1	22/07/2013	0.5	345	172.5	Trade-On	Advise Maribel re Confirmation QLD Annual Payroll Tax payment
Eloa Zuardi	Manager 1	22/07/2013	0.2	345	69	Administration	Arrange PO Request - 3 boxes from Archives
Eloa Zuardi	Manager 1	22/07/2013	0.5	345	172.5	Trade-On	Invoices in from Carolyn Hodge - arrange approval & payment
Eloa Zuardi	Manager 1	22/07/2013	0.1	345	34.5	Employees	PAYG Summary for Evelyn
Stuart Clancy	Manager 1	22/07/2013	0.1	345	34.5	Trade-On	Reviewed email from Francene regarding confirmation of office move from L3-1 and all PPE items
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Trade-On	Update on reallocation from level 3 to level 1, 3B Cavill Avenue
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Employees	Email from employees re PAYG summary
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Trade-On	Approve & sign PO for retrieval of boxes from storage
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Trade-On	Email from June but re FEG claim, provide update
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Carolyn Hodge
Sally McBryde	Managing Director	22/07/2013	0.1	560	56	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Evelyn Lugliarto and PAYG Summary
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Trade-On	Receipt - check supporting documentation and coding of receipt voucher, approve in MYOB - petty cash reimbursement
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Trade-On	Correspondence out - review and note contents, make changes where necessary, sign and send to Baroness re disclaim level 3
Sally McBryde	Managing Director	22/07/2013	0.1	550	55	Trade-On	Correspondence out - review and note contents, make changes where necessary, sign and send to Baroness re disclaim level 3
Brittany Newman	Administration	22/07/2013	0.2	130	26	Administration	Prepare payment request voucher in MYOB - Telsira
Brittany Newman	Administration	22/07/2013	0.1	130	13	Administration	Final 89731188
Brittany Newman	Administration	22/07/2013	0.1	130	13	Administration	Print PO #47 & update PO Register
Brittany Newman	Administration	22/07/2013	0.1	130	13	Administration	Prepare Deposit Paying in voucher in MYOB
Brittany Newman	Administration	22/07/2013	0.1	130	13	Administration	Amend & Final 89731188
Brittany Newman	Administration	22/07/2013	0.1	130	13	Administration	Draft 89731184
Brittany Newman	Administration	22/07/2013	0.1	130	13	Administration	Mail out to Evelyn Lugliarto - 89731184 + PAYG Summary
Brittany Newman	Administration	22/07/2013	0.1	130	13	Administration	Mail out to Baroness Ply Ltd C/- Robbie Robbie & Associates Pty Ltd - 89731188
Glenn O'Keamey	Director 2	22/07/2013	0.2	545	109	Trade-On	Liase with Kelly/JURFC regarding cost/sharing etc.
Glenn O'Keamey	Director 2	22/07/2013	0.3	545	163.5	Trade-On	Discussions with Ashley regarding lift advices, note to ash regarding invoicing under service agreement, discussions service agreement with r/z.
Glenn O'Keamey	Director 2	22/07/2013	0.2	545	109	Trade-On	Review cash flow statement and note from Eica, reply regarding timing of cash movements.
Christie Alterator	Director 2	22/07/2013	0.1	545	54.5	Trade-On	Review payment to Caroline Hodge
Joan Springate	Administration	23/07/2013	0.3	130	38	Trade-On	Setting up Online payment & posting payment
Joan Springate	Administration	23/07/2013	0.2	130	26	Trade-On	Receipt voucher, Posting receipt & getting cheque ready to bank
Joan Springate	Administration	23/07/2013	0.1	130	13	Trade-On	Payment voucher & posting payment
Eloa Zuardi	Manager 1	23/07/2013	1.5	345	517.5	Trade-On	Prepare GST/PAYG reconciliation, review MYOB reports and check against Rockfast reports, Complete BAS and arrange cheque for payment.
Eloa Zuardi	Manager 1	23/07/2013	0.2	345	69	Employees	Employee claim for Egghard van der Hoven.

Eloa Zuardi	Manager 1	23/07/2013	0.1	345	34.5	Administration	Fiona request ASIC Company Alert Notification Sealiver: copy of application to Wind up
Eloa Zuardi	Manager 1	23/07/2013	0.2	345	68	Trade-On	Arrange payment of outstanding invoice to Roadfast
Eloa Zuardi	Manager 1	23/07/2013	1	345	345	Trade-On	Arrange payment of various suppliers account into MYOB
Sally McBryde	Managing Director	23/07/2013	0.2	550	110	Employees	Email from Jose Robbmond re Deed of Advance, scan deed and respond to queries
Sally McBryde	Managing Director	23/07/2013	0.1	550	55	Employees	Update from John Corbett re Virginia Battison's requirement/leaving date
Sally McBryde	Managing Director	23/07/2013	0.2	550	110	Trade-On	BAS return - ATQ GST return - check working papers and sign where appropriate
Sally McBryde	Managing Director	23/07/2013	0.1	550	55	Employees	Correspondence out - review and note contents, make changes where necessary, sign and send to Felicity Williams, sign PAYG summary
Sally McBryde	Managing Director	23/07/2013	0.1	550	55	Employees	POD - review POD form, check supporting documentation
Sally McBryde	Managing Director	23/07/2013	1	550	550	Employees	Updating employee entitlements schedule for second meeting of creditors
Brittany Newman	Administration	23/07/2013	0.1	130	13	Administration	Mail in from XBC Business Centre - Tax Invoice #NS00436618
Brittany Newman	Administration	23/07/2013	0.2	130	26	Administration	Prepare payment voucher (ATO) in MYOB, upload supporting documents to MYOB
Brittany Newman	Administration	23/07/2013	0.4	130	52	Administration	Scan/Save/Upload supporting docs to MYOB for Teisira payment
Brittany Newman	Administration	23/07/2013	0.1	130	13	Administration	Call to Worldwide Printing Solutions requesting Invoice # 227958 to be reissued in the name of LMA CJ- FTI Consulting
Brittany Newman	Administration	23/07/2013	1.1	130	143	Administration	Update Employee POD's in MYOB
Brittany Newman	Administration	23/07/2013	0.2	130	26	Administration	Prepare payment request vouchers in MYOB
Brittany Newman	Administration	23/07/2013	0.1	130	13	Administration	Mail out to Felicity Williams - 8973192 + PAYG Summary
Brittany Newman	Administration	23/07/2013	0.1	130	13	Administration	Final BAS (1 Apr - 30 Jun 2013)
Glenn O'Keamey	Director 2	23/07/2013	0.5	545	272.5	Trade-On	Review cash flow requirements trading costs etc, discussions with Eloa, approve various trading payments MYOB.
Glenn O'Keamey	Director 2	23/07/2013	0.2	545	109	Trade-On	Review and sign off on BAS - discussions with Eloa
Glenn O'Keamey	Director 2	23/07/2013	0.5	545	272.5	Trade-On	Review Russell's advice on loan fees and operational costs charging A/F/M/F, review records regarding prepaids, note to ash regarding queries/amendments for advice.
Eloa Zuardi	Manager 1	24/07/2013	0.3	345	103.5	Trade-On	Follow up Lucy re GST questions
Eloa Zuardi	Manager 1	24/07/2013	1	345	345	Trade-On	Review and prepare Payroll for this week total EFT \$52,288.90
Eloa Zuardi	Manager 1	24/07/2013	0.2	345	69	Administration	Arrange NEO Handsets to be collected
Eloa Zuardi	Manager 1	24/07/2013	0.3	345	103.5	Administration	Email in from OSR re late payment interest, Call to Matthew re reversing charges
Eloa Zuardi	Manager 1	24/07/2013	0.3	345	103.5	Trade-On	PO request for Collection of 43 Archive boxes
Eloa Zuardi	Manager 1	24/07/2013	0.3	345	103.5	Administration	Email out to Teisira and request invoice to be amended listing the charges for service and equipment period from 19/03/13 to 26/07/13.
Eloa Zuardi	Manager 1	24/07/2013	1	345	345	Trade-On	Arrange various invoices to be issued and seek reimbursement by Funds for period up to 30/08/13
Joan Springgate	Administration	24/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springgate	Administration	24/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Joan Springgate	Administration	24/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Stuart Clancy	Manager 1	24/07/2013	0.2	345	69	Trade-On	Arranging for unpaid invoices to be forwarded to our office for payment.
Sally McBryde	Managing Director	24/07/2013	0.1	550	55	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to ST Business Trust
Sally McBryde	Managing Director	24/07/2013	0.2	550	110	Employees	Emails from Maribel re leave for this week's payroll, respond with queries & receive response
Sally McBryde	Managing Director	24/07/2013	0.2	550	110	Employees	Review & approve payroll report
Sally McBryde	Managing Director	24/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to wages
Sally McBryde	Managing Director	24/07/2013	0.1	550	55	Employees	Payment - approve payment in MYOB, review invoices and banking voucher for payment to donations
Sally McBryde	Managing Director	24/07/2013	0.1	550	55	Employees	Email from Caela Moss re FEG claim & update, respond re same
Sally McBryde	Managing Director	24/07/2013	0.1	550	55	Trade-On	Review & approve PO for record removal

Sally McByrde	Managing Director	24/07/2013	2	550	1100	Employees	Reviewing FEG forms, review entitlements, update schedules
Sally McByrde	Managing Director	24/07/2013	0.2	550	110	Employees	Email from June Burt enclosing POD & FEG claim form, check claim form, email response re incorrect details
Sally McByrde	Managing Director	24/07/2013	0.1	550	55	Employees	Call from June Burt re completing FEG claim form
Brittany Newman	Administration	24/07/2013	0.1	130	13	Administration	Mail in from TNT Express - Tax Invoice #4195463
Brittany Newman	Administration	24/07/2013	0.2	130	26	Administration	Update Employee POD + Employee Creditor from MYOB
Brittany Newman	Administration	24/07/2013	0.2	130	26	Administration	Run BAS Wizard in MYOB, Mail out to ATO - BAS (1 Apr - 30 Jun 2013) + enter lodgment details in MYOB
Brittany Newman	Administration	24/07/2013	0.1	130	13	Administration	Mail in from June P Burt - Proxy form, POD, FEG Claim Form
Brittany Newman	Administration	24/07/2013	0.2	130	26	Administration	Call to Ifish Finance to arrange collection of NEC handsets
Brittany Newman	Administration	24/07/2013	0.6	130	104	Administration	Update Employee POD's in MYOB
Brittany Newman	Administration	24/07/2013	1	130	130	Administration	Filing - Section 8, 11, 16 & 18
Glenn O'Kearney	Director 2	24/07/2013	0.5	545	272.5	Trade-On	Review various trading payments, approvals, discussion with Kelly regarding trading/lop costs to date of meeting, consider invoice options, discussions with Eloa regarding op costs and preparing information for invoices.
Glenn O'Kearney	Director 2	24/07/2013	0.2	545	109	Trade-On	Draft and send note to Kelly regarding plan for op cost given meeting.
Kelly-Anne Trenfield	Senior Managing Director	24/07/2013	0.1	590	59	Trade-On	Review and sign BAS return for period; sign any associated payments; update schedule of outstanding returns/refunds
Christine Allertor	Director 2	24/07/2013	0.1	545	54.5	Trade-On	Review Electronic Funds Transfer payments to Worldwide Online and Rockfast
Jeremy Fox	Administrative Assistant	25/07/2013	0.4	130	52	Trade-On	Delivering Cheque to the post office
Andrew Weatherley	Director 2	25/07/2013	0.2	545	109	Trade-On	Call with DLC re strategy and issues SAM and GOK emails re calls made, resp
Andrew Weatherley	Director 2	25/07/2013	0.3	545	163.5	Trade-On	Call with KAT, GOK and SAM re strategy, process
Sally McByrde	Managing Director	25/07/2013	4	550	2200	Trade-On	Consider transfer of trading to liquidator, teleconference with GDM, KAT, ABW & GOK, telecon with DLC, consider employee issues & leases etc., call FEG, research employee impact re transfer of business
Sally McByrde	Managing Director	25/07/2013	1	550	550	Employees	Updating employee schedule for meeting of creditors
Joan Springate	Administration	25/07/2013	0.1	130	13	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	25/07/2013	0.3	130	39	Trade-On	Setting up Online payment & posting payment
Eloa Zuardi	Manager 1	25/07/2013	0.5	345	172.5	Trade-On	Prepare reconciliation of Telstra invoice post app received.
Eloa Zuardi	Manager 1	25/07/2013	0.2	345	69	Administration	Advise Maribel re Motor Vehicle Insurance Renewal - Ford Falcon - Due for Renewal 19/08/2013
Eloa Zuardi	Manager 1	25/07/2013	0.2	345	69	Trade-On	Cheque for BAS - follow up
Brittany Newman	Administration	25/07/2013	2.3	130	298	Trade-On	Obtain all Telstra invoices from filing for EBZ & Filing all remaining documents for 8973
Brittany Newman	Administration	25/07/2013	0.1	130	13	Administration	Mail in from Caroline Barton - Formal Proof of Debt + Employee Entitlement Worksheet
Brittany Newman	Administration	25/07/2013	0.1	130	13	Administration	Mail in from Caroline Barton
Brittany Newman	Administration	25/07/2013	0.1	130	13	Administration	Returned Post - 89737 to Amber Chioa Koeman
Brittany Newman	Administration	25/07/2013	0.1	130	13	Administration	Update Employee POD in MYOB
Glenn O'Kearney	Director 2	25/07/2013	0.7	545	545	Trade-On	Update Employee POD's in MYOB
Kelly-Anne Trenfield	Senior Managing Director	25/07/2013	0.1	590	59	Trade-On	Review cash flow and trading approvals etc, discussions with Eloa and Sally regarding trading issues.
Kelly-Anne Trenfield	Senior Managing Director	25/07/2013	0.1	590	59	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	25/07/2013	2.1	590	1298	Trade-On	Discussions with team re appointment of RM ad agent for MIPEnail in re service agreement Teleconference re change to DLC as liquidator Calls in from DIBAJT Update with ABW/GOK/SAM Discussions with GOK re appointment, transfer to new cvl Call in from GOK re LMA operations/handover
Brittany Newman	Administration	26/07/2013	0.2	130	26	Administration	Update Employee POD's in MYOB
Brittany Newman	Administration	26/07/2013	0.1	130	13	Administration	Mail in from Telstra - Correspondence; Your payments is Overdue
Brittany Newman	Administration	26/07/2013	0.2	130	26	Administration	Amend payment request voucher & supporting documents
Brittany Newman	Administration	26/07/2013	1.3	130	169	Administration	Update schedule of Current Suppliers for LMA with phone, address and account number details

Brittany Newman	Administration	26/07/2013	0.1	130	13	Administration	Memo in from Joan Burt - Page 8 FEG Claim Form
Brittany Newman	Administration	26/07/2013	0.2	130	26	Administration	Amend 8973r8
Sally McBryde	Managing Director	26/07/2013	0.2	550	110	Trade-On	Review letter to suppliers advising of appointment of liquidators and requesting administrators account be closed
Sally McBryde	Managing Director	26/07/2013	0.1	550	55	Trade-On	Review direct services agreement and amendments thereto
Sally McBryde	Managing Director	26/07/2013	0.3	550	165	Employees	Call from Shelley Chalmers to discuss hard over issues & FEG applications, discuss update to employees
Sally McBryde	Managing Director	26/07/2013	0.2	550	110	Employees	Discussion with Virginia Battison re her role and requirements after maternity leave, email to John Corbett re update
Sally McBryde	Managing Director	26/07/2013	0.1	550	55	Employees	Email from Amber Koeman re PAYG summary
Eloa Zuardi	Manager 1	26/07/2013	1.5	345	517.5	Trade-On	Update cash flow
Eloa Zuardi	Manager 1	26/07/2013	0.2	345	69	Trade-On	Follow up outstanding invoices from RSA
Eloa Zuardi	Manager 1	26/07/2013	0.2	345	69	Trade-On	Email out to Meribel re payroll tax for WE 23.7.13 and VA appt 01.7.13-23.7.13
Eloa Zuardi	Manager 1	26/07/2013	0.2	345	69	Employees	Email in re Payment Summary for Amber

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LMI Investment Management Ltd (Administrators Appointed) Calculation of Category 2 Remuneration 1 July 2013 to 31 July 2013

Name	Position	Date	hrs	Charge out Rate	Charge	Task Desc	Narrative
Andrew Weatherley	Senior Director	01/07/2013	0.5	545	272.50	Investigations	Review and amend insurance notification. Check MYOB re cred position
Andrew Weatherley	Senior Director	01/07/2013	0.3	545	163.50	Creditors	Review reports, IP affidavit and emails with RCL re list of tasks
Andrew Weatherley	Senior Director	01/07/2013	0.1	545	54.50	Administration	RCL/GDM re work program, emails with investors/advisors- check whether required to respond
Andrew Weatherley	Senior Director	01/07/2013	0.4	545	218.00	Investigations	Review MIF subpoena from Piper Alderman and emails re subpoenas on provision of focus/info Check records per list and make notes
Andrew Weatherley	Senior Director	01/07/2013	0.1	545	54.50	Administration	Review 2nd subpoena from Piper Alderman
Renee Lobb	Director	01/07/2013	1.1	485	533.50	Administration	Review of emails. Compile notes on ASIC meetings. Review John Park affidavit and extract information for ABW. Review emails from Clayton Utz and send through information require to assist in legal letter. Request from Sharon Campione remuneration information and review and have Ben Pascoe invoice. Request excel data for Ben Pascoe time.
Renee Lobb	Director	01/07/2013	0.7	485	339.50	Creditors	Responding to investor and adviser queries. Scan and send to LMI Investment Management Ltd staff database update requests. File same.
Renee Lobb	Director	01/07/2013	0.1	485	48.50	Administration	Send ASIC details to Ryan for Tim Walker.
Renee Lobb	Director	01/07/2013	0.2	485	97.00	Administration	Review media coverage. Request Steve Hanman to remove LinkedIn page for LMI Investment Management Ltd due to lack of mention of voluntary administrators.
Joan Springgate	Admin II	01/07/2013	0.2	130	26.00	Administration	Receipt voucher & posting receipt
Joan Springgate	Admin II	01/07/2013	0.3	130	39.00	Administration	Setting up Online payment & posting payment
Joan Springgate	Admin II	01/07/2013	0.3	130	39.00	Administration	Setting up Online payment & posting payment
John Park	Sr Managing Dir	01/07/2013	0.6	590	354.00	Administration	Correspondence in Russell's / Piper Alderman
Benjamin Robson	Associate II	01/07/2013	0.2	235	47.00	Administration	Payment to Financial Ombudsman service
Sally McBrayde	Managing Dir	01/07/2013	0.1	550	55.00	Administration	Payment - approve payment in MYOB, review invoices and banking voucher for payment to LMA for deed of advance
Sally McBrayde	Managing Dir	01/07/2013	1	550	550.00	Administration	Email from Clayton Utz enclosing draft response to Holman Webb KordaMentha & Minter Ellison, review draft letters and respond to GDM
Sally McBrayde	Managing Dir	01/07/2013	0.5	500	275.00	Administration	Review & consider letters from Minter Ellison/KM re breach of trust
Kelly-Anne Trenfield	Sr Managing Dir	01/07/2013	1.3	590	767.00	Administration	Teleconference re breach of trust claims; advice from Russell's re subpoena etc. Call to Clayton Utz Russell's with GDM re insurance claims and response to Minter Ellison
Kelly-Anne Trenfield	Sr Managing Dir	01/07/2013	0.7	590	413.00	Administration	Review correspondence from Clayton Utz to KM/Minter Ellison re breach of trust claims; GOK re funding; insurance information requests; Emails/reports in re breach of trust; Emails re subpoenas. Emails in from custodian; GDM re KM/Investor group
Kelly-Anne Trenfield	Sr Managing Dir	01/07/2013	0.1	590	59.00	Administration	Review subpoena requests
Kelly-Anne Trenfield	Sr Managing Dir	01/07/2013	0.2	590	118.00	Administration	Emails re breach of trust claims; emails/initial in; review/initial, email/sending
Elsa Zuari	Sr. Consult I	01/07/2013	0.3	345	103.50	Administration	Follow up Zoran re Funds Reimbursement into LMI/M etc
Elsa Zuari	Sr. Consult I	01/07/2013	0.5	345	172.50	Administration	Follow up FOB invoices July 2013, New invoice received - request details from Carolyn
Elsa Zuari	Sr. Consult I	01/07/2013	1.5	345	517.50	Administration	Update Cash flow and security position
Elsa Zuari	Sr. Consult I	01/07/2013	0.6	345	207.00	Administration	Prepare excel file re LMI/M operational costs for period 19.03.2013 to 30.06.2013.
Ginette Muller	Sr Managing Dir	01/07/2013	1	590	590.00	Trade-On	Review notification to insurer and make changes as required. Check on ASIC notifications and include \$19 re MPF as well. Discuss with GE at K042.
Ginette Muller	Sr Managing Dir	01/07/2013	1.5	590	885.00	Trade-On	Teleconference with SCR, Ashley, KAT and others to discuss the Minter Ellison letters of demand. Review the 3 letters of demand in preparation. Consider Clayton Utz input to date and how they are involved. Agree with SCR the way forward. Call to Chris Erfurt with Ashley to agree who handles the demands and the strategy that will be pursued in this regard.
Glenn O'Keamey	Senior Director	01/07/2013	0.5	545	272.50	Trade-On	Review operational cost summary, reconciliation, schedules, match to cash flow statements. discussions with Eiba, prepare allocation schedules, follow up FUM numbers 30 June, preparation of invoices - LMA to LMI/M, LMI/M to FMIF and AIF.
Damian Bender	Sr Managing Dir	01/07/2013	0.8	550	440.00	Administration	Legal - conferences call Russell's/Brisbane re NZ email minter's letter and required response, discussions re PA subpoenas, meet with rz re db
Andrew Weatherley	Senior Director	02/07/2013	0.1	545	54.50	Administration	Brief review of trial insurance notification, fwd to JAC
Renee Lobb	Director	02/07/2013	0.6	485	291.00	Administration	Responding to investor and adviser queries; Review of KM/Minter Ellison letters regarding breach of trust and file same. Request from Franche Muller up to date contact details for past LMI Investment Management Ltd directors.
Renee Lobb	Director	02/07/2013	0.1	485	48.50	Administration	Send email to LMI Investment Management Ltd staff with database updates required.
Renee Lobb	Director	02/07/2013	0.1	485	48.50	Administration	Review emails from Franche Muller regarding contact details required by ASIC.
Renee Lobb	Director	02/07/2013	0.2	485	97.00	Administration	Responding to investor and adviser queries.

Renee Lobb	Director	02/07/2013	0.2	485	97.00	Administration	Review further emails regarding new subpoenas.
Renee Lobb	Director	02/07/2013	0.2	486	97.00	Administration	Review notification to insurer of potential claims from Clayton Utz. Save to file.
Renee Lobb	Director	02/07/2013	0.1	485	48.50	Administration	Review emails from Ghislaine Muller regarding notification to insurer of potential claim.
Joan Springgate	Admin II	02/07/2013	0.2	130	26.00	Administration	Receipt voucher & posting receipt
Joan Springgate	Admin II	02/07/2013	0.3	130	39.00	Administration	Setting up Online payment & posting payment
John Park	Sr Managing Dir	02/07/2013	0.2	590	118.00	Administration	Emails in Russells
Sally McByrde	Managing Dir	02/07/2013	1.5	560	825.00	Administration	Review draft notification to PI insurer, call Chris Efrut of Clayton Utz to discuss previous notification
Sally McByrde	Managing Dir	02/07/2013	0.2	590	110.00	Administration	Review letter from Clayton Utz regarding to Holman Webb, arrange for final and execution, email to Holman Webb
Sally McByrde	Managing Dir	02/07/2013	2	590	1100.00	Administration	Review email from Blue Broking enclosing report & insurance invoices, email queries re same
Ryan Zogdrager	Senior Director	02/07/2013	1.4	545	763.00	Assets	Review licensing mapping, discuss with John Corbett and GDM. Email to SMD's confirming licensing obligations
Kelly-Anne Trenfield	Sr Managing Dir	02/07/2013	0.4	590	236.00	Administration	Subpoena - GDM/ABW; emails in re requirements Review GOK proposal re Invoicing Emails in re investigations, subpoenas
Ghislaine Muller	Sr Managing Dir	02/07/2013	1	590	590.00	Administration	Review notification to insurer and make changes as required. Circulate to all. Finalise. Discuss with CE at Klutz
Ghislaine Muller	Sr Managing Dir	02/07/2013	0.1	590	59.00	Administration	Receive correspondence from staff member responding to correspondence in, check original query and ensure response on point; check other accompanying supporting documentation; execute, send for delivery of Deed of Advance prepared by KWM
Glenn O'Keamey	Senior Director	02/07/2013	0.1	545	54.50	Trade-On	Review custody fee info - note to Simon Tickner and reply to GDM
Glenn O'Keamey	Senior Director	02/07/2013	0.5	545	272.50	Trade-On	Review operational cost summary, reconciliation, schedules; match to cash flow statements; discussions with Elois. Prepare allocation schedules. review updated FUM numbers 30 June. Preparation of invoices - LMA to LMIM, LMIM to FMF and AIF. Prepare notes to Kelly, Ryan and John; follow up expenses paid
Glenn O'Keamey	Director	03/07/2013	2.5	400	1000.00	Administration	Update cash flow statements and SOP with resource fee info and allocation of operational costs.
Renee Lobb	Director	03/07/2013	0.1	485	48.50	Administration	Setting subpoena material ready.
John Park	Sr Managing Dir	03/07/2013	0.1	590	59.00	Administration	Send database changes to LM Investment Management Ltd staff to action.
Sally McByrde	Managing Dir	03/07/2013	0.1	560	56.00	Administration	Email in Steve Russell
Sally McByrde	Managing Dir	03/07/2013	0.1	590	59.00	Administration	Payment - approve payment in MYOB, review invoices and banking voucher for payment to FOS
Sally McByrde	Managing Dir	03/07/2013	0.1	590	59.00	Administration	Payment - approve payment in MYOB, review invoices and banking voucher for payment to LMA for advance to employee
Sally McByrde	Managing Dir	03/07/2013	0.1	560	56.00	Administration	Email from Chris Efrut enclosing request from Tommaso Lawyers for further PI insurance disclosure & providing recommendation
Ryan Zogdrager	Senior Director	03/07/2013	1.1	545	599.60	Administration	Preparation for, travel to site and attend meeting RE licensing conditions
Ryan Zogdrager	Senior Director	03/07/2013	0.3	545	163.50	Administration	Subject to LPP - Email out to Stephen Russell of Russells. Receive email from Stephen Russell confirming license email to be sent to ASIC and advising for it to be placed on hold.
Ryan Zogdrager	Senior Director	03/07/2013	0.2	545	108.00	Administration	Emails in from Tom Davis and Richard Bartlett. Consider and draft response concerning cost RE valuations
Kelly-Anne Trenfield	Sr Managing Dir	03/07/2013	0.1	590	59.00	Administration	Review and approve payment
Kelly-Anne Trenfield	Sr Managing Dir	03/07/2013	0.2	590	118.00	Administration	ABW re subpoena, review information and emails
Joan Springgate	Admin II	03/07/2013	0.3	130	39.00	Administration	Setting up Online payment & posting payment
Joan Springgate	Admin II	03/07/2013	0.3	130	38.00	Administration	Setting up Online payment & posting payment
Elois Zuari	Sr. Consult I	03/07/2013	0.3	345	103.00	Administration	Email out to Carolyn Hogg before process the payment. of FOS invoices to confirm details of costs re this going forward.
Glenn O'Keamey	Senior Director	03/07/2013	1.5	545	817.50	Trade-On	Travel to LM premises, meetings with Carolyn Hodge regarding compliance. Meetings with Eryn and Lucy regarding fund accounting/invoicing etc. discussions with Francine and Shelley whilst onsite
Glenn O'Keamey	Senior Director	03/07/2013	0.2	545	109.00	Trade-On	Update to cash flows.
Renee Lobb	Director	04/07/2013	0.2	485	97.00	Administration	Call with Chris from Clayton Utz regarding annual reports required for insurer notification. Email Carolyn Hodge at LM Investment Management Ltd and request documents.
Renee Lobb	Director	04/07/2013	0.2	485	97.00	Administration	Receive annual statements, save to file and send to Clayton Utz.
Renee Lobb	Director	04/07/2013	0.2	485	97.00	Administration	Call back Chris at Clayton Utz on behalf of Ghislaine. Advise Ghislaine Muller she needs to call directly.
Renee Lobb	Director	04/07/2013	0.2	485	97.00	Creditors	Responding to investor and adviser queries.
Andrew Westthorpe	Senior Director	04/07/2013	0.2	545	109.00	Administration	CSV email with GDM results, updated court schedule Email LM and JC re emails not needed.
Andrew Westthorpe	Senior Director	04/07/2013	0.2	545	109.00	Administration	CSV email and JED search results, update court table Email from Francine and docs, respond re hold further until advised Update court schedule per Francine, email RCI to save docs
John Park	Sr Managing Dir	04/07/2013	0.3	590	177.00	Administration	Emails in Russalls

Benjamin Robson	Associate II	04/07/2013	0.3	235	70.90	Administration	Correspondence with Simon Tickner regarding invoices charging to Loan book and recovery of costs through sale of assets. Update register.
Sally McByrde	Managing Dir	04/07/2013	0.1	560	55.00	Administration	Email responses from Chris Efrut of Clayton Utz re Aus corp matter
Sally McByrde	Managing Dir	04/07/2013	0.5	550	275.00	Administration	Email from Blue Bickling enclosing details of PI policy notification, review & email to Clayton Utz for advice
Sally McByrde	Managing Dir	04/07/2013	0.1	550	55.00	Administration	Receipt - check supporting documentation and coding of receipt voucher, approve in MYOB
Sally McByrde	Managing Dir	04/07/2013	0.3	550	165.00	Administration	Review insurance position and follow up
Ryan Zorndrager	Senior Director	04/07/2013	0.6	545	436.00	Assets	Meeting with Lisa Darcy RE proposed casual position for audit and breach of trust information preparation.
Ryan Zorndrager	Senior Director	04/07/2013	1.1	545	599.50	Assets	Review history, conference with GOK, teleconference with GOK and JDC. Make decision RE cost recoveries and processes and allocation of paid expenses across funds from 1 July 2013 onwards
Eloa Zuardi	Sr. Consult I	04/07/2013	0.3	345	172.50	Administration	Follow up Carolyn re Outstanding ASIC Invoices
Ginette Muller	Sr. Managing Dir	04/07/2013	1	590	590.00	Trade-On	Receive correspondence from Shane Roberts and discussions with Shane Roberts regarding the ACI. Note that they want to meet on Monday. Discuss litigation of FMF provide details regarding DB and likely appointment of Receivers, emails from staff read and send RCL for filing, review strategies and note next steps in investigations and litigation.
Glenn O'Keamey	Senior Director	04/07/2013	0.2	545	109.00	Trade-On	Consider amendments required MYOB regarding bank accounts and resource fees.
Renee Lobb	Director	05/07/2013	0.2	485	97.00	Investigations	Call with Chris at Clayton Utz regarding insurance information required. Review email detailing request and forward to LM Investment Management Ltd staff for actioning.
Renee Lobb	Director	05/07/2013	0.2	485	97.00	Creditors	Send letters and returned mail to LM Investment Management Ltd staff to attend to.
Renee Lobb	Director	05/07/2013	0.6	485	291.00	Investigations	Dealing with insurance matters with Clayton Utz and LM Investment Management Ltd staff.
Renee Lobb	Director	05/07/2013	0.5	485	242.50	Investigations	Review emails regarding ASIC section 19 notice of 1 July 2013. Save all files after review.
Renee Lobb	Director	05/07/2013	0.2	485	97.00	Administration	Listen to voicemail from Chris at Clayton Utz. Try to call Carolyn at LM Investment Management Ltd after review of insurance email. Advise no need to contact broker and call Clayton Utz to advise same.
Renee Lobb	Director	05/07/2013	0.1	485	48.50	Administration	Speak with Craig regarding subpoena documents.
Jeremy Fox	Associate I	05/07/2013	0.7	130	91.00	Administration	Delivered Documents to ASIC
Benjamin Robson	Associate II	05/07/2013	0.4	235	94.00	Administration	Update LM Cash flow with payments to consultants
Sally McByrde	Managing Dir	05/07/2013	0.3	560	165.00	Administration	Call from Andrea Hyslop of Blue Bickling to discuss insurance queries, site will amend cover & send new invoices, discussed cost of insurance administration fee
Sally McByrde	Managing Dir	05/07/2013	0.1	560	55.00	Administration	Email from Clayton Utz re letter from Pikes & Verekers enclosing draft response, review & instruct to send response
Ryan Zorndrager	Senior Director	05/07/2013	1.2	545	654.00	Administration	Preparation for and attendance for teleconference to discuss recovery of costs across funds
Ryan Zorndrager	Senior Director	05/07/2013	0.9	545	490.50	Assets	Preparation for and attendance for teleconference to discuss recovery of costs across funds
Ryan Zorndrager	Senior Director	05/07/2013	0.2	545	109.00	Administration	Emails with Simon Tickner, Françoise Muller and GOK RE cost allocation across the funds.
Kelly-Anne Trenfield	Sr Managing Dir	05/07/2013	0.2	580	119.00	Administration	Assist preparation of subpoena information
Christine Allenator	Senior Director	05/07/2013	0.3	545	163.60	Administration	Emails re fee recovery. Email from and response to F. Muller re insurance notification
Eloa Zuardi	Sr. Consult I	05/07/2013	0.2	345	69.00	Administration	Scan and save ASIC notices, letters to ASIC and receipts
Ginette Muller	Sr Managing Dir	05/07/2013	1	590	590.00	Trade-On	Email in from fish re lease contract
Glenn O'Keamey	Senior Director	05/07/2013	0.3	545	163.50	Trade-On	Insurance matters including choosing lawyers and update to DJB and others; review of DB security documentation in view of McGrath stakeholders.
John Park	Sr Managing Dir	05/07/2013	0.3	590	177.00	Administration	Review MYOB cash flow, discussions Eloa regarding cash flow and amendments in myob, amendments to cash flow statements updated income invoicing etc.
Renee Lobb	Director	08/07/2013	0.2	485	97.00	Administration	Emails in Russells
Renee Lobb	Director	08/07/2013	0.2	485	97.00	Administration	Review emails from financial advisors and forward changes to database for same. Review and save commission directions for distributions and forward same.
Renee Lobb	Director	08/07/2013	0.1	485	48.50	Administration	Review email with ASIC section 35 notice. File same.
Andrew Weatherley	Senior Director	08/07/2013	1.1	545	54.60	Administration	Send database changes to LM Investment Management Ltd.
Eloa Zuardi	Sr. Consult I	08/07/2013	1.5	345	517.50	Trade-On	GDM email and ASIC correspondence notices and Norton Rosa letter, review, KAT email
Eloa Zuardi	Sr. Consult I	08/07/2013	0.2	345	69.00	Administration	Update cash flow and security position
Eloa Zuardi	Sr. Consult I	08/07/2013	1	345	345.00	Administration	Email to Zoran re The LM Australian Units Fund
John Park	Sr. Managing Dir	08/07/2013	0.6	590	472.00	Administration	Various amendments into MYOB
Aime Telkela	Director	08/07/2013	0.1	365	39.50	Trade-On	Attend teleconference with McGrath Nicollet. Emails in/out Clayton Utz

Sally McBryde	Managing Dir	09/07/2013	0.1	560	55.00	Administration	Email from Chris Ehnert of Clayton Utz containing response to Tomaras Lawyers re Aus corp further PI disclosure request
Sally McBryde	Managing Dir	09/07/2013	1	550	560.00	Administration	Follow up various emails, phone calls and discussions regarding administration, sorting emails, paperwork for filing
Ginette Muller	Sr Managing Dir	09/07/2013	0.5	590	295.00	Administration	Receiver, review and action numerous emails from staff, lawyers and other stakeholders regarding the ongoing administration.
Kelly-Anne Trenfield	Sr Managing Dir	09/07/2013	0.1	590	99.00	Administration	GDH re Clayton Utz supporting, review to do list
Renee Lobb	Director	09/07/2013	0.2	485	97.00	Administration	Review, fwd to LM Investment Management Ltd and respond to Clayton Utz email regarding insurance documents required.
Renee Lobb	Director	09/07/2013	0.2	485	97.00	Administration	Emails and voicemail regarding insurance details for 04/04 wording. Send email to Chris at Clayton Utz seeking clarification.
Renee Lobb	Director	09/07/2013	0.2	495	97.00	Administration	Scan and email database updates to LM Investment Management Ltd staff.
Renee Lobb	Director	09/07/2013	0.1	485	48.50	Administration	Speak with GOK regarding KMF service agreement.
Eloa Zuari	Sr. Consult I	09/07/2013	1	345	345.00	Administration	Various amendments on MYOB vouchers
John Park	Sr Managing Dir	09/07/2013	0.9	590	531.00	Administration	Discussions with Stephen Russell, Emails in Clayton Utz
Glenn O'Keamey	Senior Director	09/07/2013	1	545	545.00	Trade-On	Review cash flows and update SOP and cash flow, discussions with Eloa regarding updates to myob, review and approval of myob vouchers - receipts and trading payments, discussions with BUR regarding trading payments, review insurance policies and note to Eloa, discussions cash position with Kelly.
Benjamin Robson	Associate II	09/07/2013	0.2	235	47.00	Administration	Receipt funds for recovery costs of FMIF
Benjamin Robson	Associate II	09/07/2013	0.2	235	47.00	Administration	Receipt funds from operational income costs, attach supporting documents
Joan Springate	Admin II	09/07/2013	0.1	130	13.00	Administration	Receipt voucher & posting receipt
Sally McBryde	Managing Dir	09/07/2013	1	550	550.00	Administration	Review insurance policies, review Professional Services Fee Scope from Blue Broking, call Andreea of Blue to discuss
Sally McBryde	Managing Dir	09/07/2013	0.5	590	275.00	Administration	Verifiers to discuss
Kelly-Anne Trenfield	Sr Managing Dir	09/07/2013	0.2	590	118.00	Administration	GOK re mpf queries/mif invoices
Ginette Muller	Sr Managing Dir	09/07/2013	0.5	590	295.00	Administration	Receive, review and action numerous emails from staff, lawyers and other stakeholders regarding the ongoing administration.
Andrew Stokes	Director	10/07/2013	3	400	1200.00	Administration	Dealing with Ben Wilmut at AFR, catching up with documents ahead of court case.
Renee Lobb	Director	10/07/2013	0.1	485	48.50	Administration	Send database updates to LM Investment Management Ltd staff for actioning.
Renee Lobb	Director	10/07/2013	0.2	485	97.00	Investigations	Review insurance documents from LM Investment Management Ltd and forward to Chris at Clayton Utz.
John Park	Sr Managing Dir	10/07/2013	1.2	590	708.00	Administration	Emails in Russell's / Clayton Utz
Joan Springate	Admin II	10/07/2013	0.1	130	13.00	Administration	Receipt voucher & posting receipt
Sally McBryde	Managing Dir	10/07/2013	0.1	550	55.00	Administration	Email from Chris Ehnert of Clayton Utz re letter from Tomaras, review draft response & approve to send
Sally McBryde	Managing Dir	10/07/2013	0.5	590	275.00	Administration	Review emails from Blue Broking containing policies & other details of insurance of fund assets
Kelly-Anne Trenfield	Sr Managing Dir	10/07/2013	0.1	590	59.00	Administration	CMA re ASIC notice and quantity of information
Eloa Zuari	Sr. Consult I	10/07/2013	0.2	345	69.00	Creditors	Email to Chris re LM FAIF - Host Capital closing Invoice
Ginette Muller	Sr Managing Dir	10/07/2013	0.5	590	295.00	Administration	Receive, review and action numerous emails from staff, lawyers and other stakeholders regarding the ongoing administration.
Andrew Stokes	Director	11/07/2013	2.5	400	1000.00	Administration	Call with Ginette about FMIF going into receivership, Liaison with Ben Wilmut and Gold Coast Bulletin and discussion with John Park.
Renee Lobb	Director	11/07/2013	0.1	485	48.50	Administration	Receipt funds for subpoena production costs in KWAD.
Renee Lobb	Director	11/07/2013	0.2	485	97.00	Administration	Speak with Ginette Muller regarding receivership and CW regarding public folder access permissions.
Renee Lobb	Director	11/07/2013	0.8	485	388.00	Creditors	Responding to investor and adviser queries.
Renee Lobb	Director	11/07/2013	0.2	485	97.00	Administration	General discussion with Strauma from LM Investment Management Ltd regarding query process and progression and backlog on same.
Aline Tekella	Director	11/07/2013	0.2	395	79.00	Trade-On	Read and consideration of email from EZ, discussions with GO, request explanation of same from Simon.
John Park	Sr Managing Dir	11/07/2013	0.8	590	472.00	Administration	Emails in Russell's / Clayton Utz
Glenn O'Keamey	Senior Director	11/07/2013	1	545	545.00	Trade-On	Review CBA accounts/MYOB, update to cash flows and trading SOP, updates to asset based SOP - issue to Kelly for discussion.
Benjamin Robson	Associate II	11/07/2013	0.1	295	29.50	Administration	Call to Computershare investment services following up on quote received
Benjamin Robson	Associate II	11/07/2013	0.2	235	47.00	Administration	Payment of July Insurance Instalment Macquarie
Benjamin Robson	Associate II	11/07/2013	0.3	235	70.50	Administration	Receipt funds in from MIF account for reconciliation purposes

Sally McByrde	Managing Dir	11/07/2013	0.2	550	110.00	Administration	Call from Jim Conomos re acting for directors & notification to PI Insurers, discuss & provide details of broker
Sally McByrde	Managing Dir	11/07/2013	0.5	550	275.00	Administration	Review details of legal action re Auscorp, consider, draft email to Rob Tassell re Aus corp matter, discussed background & impact of not opposing orders
Sally McByrde	Managing Dir	11/07/2013	0.1	550	55.00	Administration	Follow up monthly PI premium funding instalment
Sally McByrde	Managing Dir	11/07/2013	0.1	550	55.00	Administration	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Macquarie for PI premium funding
Sally McByrde	Managing Dir	11/07/2013	0.5	550	275.00	Administration	Email to Rob Tassell re Aus corp matter, call from Rob Tassell re Aus corp matter, discussed background & impact of not opposing orders
Sally McByrde	Managing Dir	11/07/2013	0.5	550	275.00	Administration	Review Blue Broking Fee Scope, determine that fund portion is ok to pay, email to Blue Broking and request relevant invoices
Kelly-Anne Trenfield	Sr Managing Dir	11/07/2013	1	590	590.00	Administration	MIF - emails in re DB and receiver, review RfZ emails, discussion with gfm, review docs re subpoena
Eloa Zuari	Sr. Consult I	11/07/2013	0.5	345	172.50	Creditors	Email out to Info Capital N.V. - Advisory & Management. POD received re Delisting LM funds
Eloa Zuari	Sr. Consult I	11/07/2013	0.2	345	69.00	Administration	Follow up payment of monthly instalment for PI insurance
Eloa Zuari	Sr. Consult I	11/07/2013	0.2	345	69.00	Administration	Follow up MYOB receipt vouchers for the FIMF transfers
Ginette Muller	Sr Managing Dir	11/07/2013	0.5	590	295.00	Administration	Receive, review and action numerous emails from staff, lawyers and other stakeholders regarding the ongoing administration.
Renee Lobb	Director	12/07/2013	0.1	485	48.50	Administration	Forward to LM Investment Management Ltd staff database update requests.
Renee Lobb	Director	12/07/2013	0.2	485	97.00	Administration	Review letters and fwd same to LM Investment Management Ltd for database updates.
Renee Lobb	Director	12/07/2013	0.5	485	242.50	Administration	Review of media coverage regarding MGN+ appointment.
Benjamin Robson	Associate II	12/07/2013	0.4	235	94.00	Administration	Correspondence with Simon Tickner and Franche Mulder regarding apportionment of Computer share invoices. Update Register
Jean Springate	Admin II	12/07/2013	0.1	130	13.00	Administration	Receipt voucher & posting receipt
Jean Springate	Admin II	12/07/2013	0.3	130	39.00	Administration	Selling up Online payment & posting payment
Aline Teixeira	Director	12/07/2013	0.1	395	39.50	Trade-On	Read and consideration of email received from Matt re: insurance quote for completed homes, advise re: Blue action re: same.
Kelly-Anne Trenfield	Sr Managing Dir	12/07/2013	0.1	590	59.00	Administration	review approach flow
Kelly-Anne Trenfield	Sr Managing Dir	12/07/2013	0.1	590	59.00	Creditors	Review draft correspondence to KM re MPP claims on LM/MMLMA
Eloa Zuari	Sr. Consult I	12/07/2013	0.3	345	103.50	Administration	Email out re ASIC outstanding invoices and payment at fund level.
Eloa Zuari	Sr. Consult I	12/07/2013	0.2	346	69.00	Trade-On	Email out re St Christoph's - request to retrieve boxes from archives
Eloa Zuari	Sr. Consult I	12/07/2013	1	345	345.00	Creditors	Various phone calls from creditors chasing payment of pre app invoices, Email RTC and POD and advise update on administration.
Ginette Muller	Sr Managing Dir	12/07/2013	0.5	590	295.00	Administration	Receive, review and action numerous emails from staff, lawyers and other stakeholders regarding the ongoing administration.
John Park	Sr Managing Dir	12/07/2013	1.5	590	885.00	Administration	Emails in Russell's, Preparation for trial. Meeting with Stephen Russell.
John Park	Sr Managing Dir	13/07/2013	0.1	590	59.00	Administration	Review GDM email
John Park	Sr Managing Dir	14/07/2013	0.2	590	118.00	Administration	Emails in Russell's.
Andrew Stokes	Director	15/07/2013	2.9	400	1000.00	Administration	Call to John Park, liaison with Gold Coast bulletin, reporting on court case.
Benjamin Robson	Accountant	15/07/2013	0.2	235	47.00	Administration	Payment confirmations received and Update to register
Benjamin Robson	Accountant	15/07/2013	1.5	235	382.50	Administration	Payment of outstanding Consultants fees to Norton Rose, King & Wood Mallesons, Allen's Linklaters and Russell's Solicitors
Eloa Zuari	Manager 1	15/07/2013	0.5	345	172.50	Administration	Review payment run for various consultants payments.
Eloa Zuari	Manager 1	15/07/2013	1.5	346	517.50	Trade-On	Update cash flow and security position.
Glen O'Keamey	Director 2	15/07/2013	0.1	545	54.50	Trade-On	Review updated cash flow/req for week, note to Eloa
Glen O'Keamey	Director 2	15/07/2013	0.3	545	163.50	Trade-On	Review of updated cash flow and SOP. amendment to Eloa work. note to Kelly.
Jean Springate	Administration	15/07/2013	0.1	130	13.00	Administration	Receipt voucher & posting receipt
Justin Clark	Managing Director	15/07/2013	1.5	500	750.00	Administration	Planning and media relations work
Renee Lobb	Director 1	16/07/2013	0.1	485	48.50	Administration	Send database updates for change in addresses to LM Investment Management Ltd staff.
Renee Lobb	Director 1	16/07/2013	0.1	485	48.50	Administration	Review insurance compensation claim information from Deloitte. Forward to SAM for review and actioning.
Benjamin Robson	Accountant	16/07/2013	0.1	235	23.50	Administration	Amend deposit paying in slip
Benjamin Robson	Accountant	16/07/2013	0.3	235	70.50	Administration	Inclusion of Computer share invoices into register and approval for Simon/Trene to pay invoices

Christine Altorator	Director 2	16/07/2013	2,4	545	1308,00	Administration	Print board meeting emails for ASIC notice
Eloa Zuardi	Manager 1	16/07/2013	0,5	345	172,50	Trade-On	Various emails re The Trust Company (PTA) Limited - Fund Expenses Custodian Fees for AUSPF
Glenn O'Kearney	Director 2	16/07/2013	0,2	545	109,00	Trade-On	Liase with Simon Tucker regarding trust on invoices. liase with Eloa regarding invoices/cred queries fund level. review advice ash tplyady regarding fund level drawings.
Kelly-Anne Trenfield	Senior Managing Director	16/07/2013	0,1	590	59,00	Creditors	Review and sign letter to Kordalmentha/Cathline re receipt of PODS
Kelly-Anne Trenfield	Senior Managing Director	16/07/2013	0,1	590	59,00	Trade-On	Review flow/stop
Renee Lobb	Director 1	16/07/2013	0,1	485	48,50	Administration	Send database updates to LM Investment Management Ltd staff to make changes.
Sally McByrde	Managing Director	16/07/2013	0,1	550	55,00	Assets	Email from Blue Broking re outstanding premiums, email to AGT re payment of same & response
Andrew Stokes	Director	17/07/2013	3	400	1200,00	Administration	Drafting releases for settlement, liaising with journalists re court action.
Benjamin Robson	Accountant	17/07/2013	0,3	235	70,50	Administration	Correspondence with Carol Maran's from Macquarie and Eloa Zuardi regarding readdressing invoices and outstanding payments
Benjamin Robson	Accountant	17/07/2013	0,5	235	117,50	Administration	Payment of Compliances and custody fees to overseas entity, currency conversion calculations and MYOB voucher processing
Benjamin Robson	Accountant	17/07/2013	0,1	235	23,50	Administration	Update consultants fee register - reconcile Clayton UTZ statement with register
Jocanne Dunn	Senior Managing Director	17/07/2013	0,2	590	118,00	Administration	Discuss with GDM and RH duties of Start Comm and checking of media stories.
Justin Clark	Managing Director	18/07/2013	2	500	1000,00	Administration	Strategy and understanding ground LM court hearing, including drafting materials and initial media call
Renee Lobb	Director 1	18/07/2013	0,2	485	97,00	Administration	Send database changes to LM Investment Management Ltd staff.
Renee Lobb	Director 1	18/07/2013	0,1	485	48,50	Administration	Check administration website to ensure working after commentary from advisor received.
Renee Lobb	Director 1	18/07/2013	1,4	485	678,00	Creditors	Formulating of fee information for all funds. Discuss from 1 July rates and positions with Chikete Muller and update ABW on progress also.
Renee Lobb	Director 1	18/07/2013	0,1	485	48,50	Trade-On	Return investor email and provide explanation of POD and form itself for completion.
Renee Lobb	Director 1	19/07/2013	0,2	485	97,00	Trade-On	Responding to various investor and adviser queries.
Brittany Newman	Administration	22/07/2013	0,1	130	19,00	Trade-On	Amend payment request in MYOB
Eloa Zuardi	Manager 1	22/07/2013	0,3	345	103,50	Administration	Arrange payment of ASIC charges re LM Retirement Living Fund
Eloa Zuardi	Manager 1	22/07/2013	1,5	345	517,50	Trade-On	Update cash flow and security position
Glenn O'Kearney	Director 2	22/07/2013	0,2	545	109,00	Trade-On	Liase with Kelly/CLRFRC regarding admin cost/fining etc.
Glenn O'Kearney	Director 2	22/07/2013	0,3	545	163,50	Trade-On	Review cash flow statement and note from Eloa, reply regarding timing of cash movements, note from Kelly regarding legal costs Milestones.
Renee Lobb	Director 1	22/07/2013	0,1	485	48,50	Administration	Review and save to file media coverage.
Sally McByrde	Managing Director	22/07/2013	0,2	550	110,00	Administration	Email from Clayton Uz enclosing letter from James Conomos Lawyers acting for directors, review draft response & email to Clayton Uz confirming ok to send
Brittany Newman	Administration	23/07/2013	0,1	130	19,00	Trade-On	Amend payment voucher (Primus Compliances) in MYOB
Eloa Zuardi	Manager 1	23/07/2013	1	345	345,00	Trade-On	Prepare GST reconciliation, review MYOB reports and check against Rocklax reports, Complete BAS.
Jean Springate	Administration	23/07/2013	0,3	130	39,00	Administration	Setting up Online payment & posting payment
Jean Springate	Administration	23/07/2013	0,4	130	52,00	Administration	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	23/07/2013	0,5	590	295,00	Administration	Emails in re report preparation GOK re payment of legal invoices and cashflow ABW re status of report and timing, discuss RMINPPF position
Brittany Newman	Administration	24/07/2013	0,7	130	91,00	Administration	Call to ASIC to obtain copy of Form 504, Prepare 8974/26.
Brittany Newman	Administration	24/07/2013	0,2	130	26,00	Administration	Prepare payment request voucher for ASIC Charge - Form 5138
Kelly-Anne Trenfield	Senior Managing Director	24/07/2013	0,5	590	285,00	Administration	GOK re issues on POD; trading considerations for DLC; reporting, cashflow GOK re payment of costs; claiming re indemnity
Andrew Stokes	Director	25/07/2013	4	400	1600,00	Administration	Going through administration report, Drafting statement, liaising with Gold Coast Bulletin, Star-Times, Talking to client.
Andrew Stokes	Director	25/07/2013	3	400	1200,00	Administration	Dealing with Red Stock and Friday media.
Glenn O'Kearney	Director 2	25/07/2013	2	545	1090,00	Trade-On	Discussions regarding trading issues/discussion Philip parulike bond regarding services agreement LMM for continued trading, request draft documents for discussions with proposed service entity, discussion with team on trading matters etc.
Justin Clark	Managing Director	25/07/2013	2,5	500	1250,00	Administration	Release work, planning and one media call
Kelly-Anne Trenfield	Senior Managing Director	25/07/2013	0,4	590	295,00	Trade-On	GOK re services agreement re LMA provision of services RFZ re exercising demands against MPF
Renee Lobb	Director 1	25/07/2013	0,2	485	97,00	Administration	Further call from Andrew Stokes regarding media points to be released.
Brittany Newman	Administration	26/07/2013	0,1	130	19,00	Trade-On	Mail in from Telstra - Bill Number P 881 131 210-8

Employee Name	Role	Date	Hours	Rate	Total	Trade-On	Description
Eloa Zuardi	Manager 1	28/07/2013	1.5	345	517.50	Trade-On	Prepare schedule of current suppliers for LMA. Draft circular to suppliers and employees
Eloa Zuardi	Manager 1	28/07/2013	1	345	345.00	Trade-On	Update cash flow
Eloa Zuardi	Manager 1	28/07/2013	0.3	345	103.50	Trade-On	Amendments on schedule of current suppliers for LMA
Glenn O'Keamey	Director 2	28/07/2013	2.5	545	1362.50	Trade-On	Discussions with GDM and team post meeting - regarding strategy ongoing trading/service entity appointment. Meeting with David Clout and discussions regarding ongoing requirement of service entity to LMI. Discussions with Eloa regarding handover of trading issues, draft cash flow for discussions with new service entity, review draft service agreement for company and service co, make amendments, discussions with Luke Bona, note to team regarding trading/service agreement.
Kelly-Anne Trenfield	Senior Managing Director	28/07/2013	0.1	590	59.00	Administration	Review service agreement with LMA
Kelly-Anne Trenfield	Senior Managing Director	28/07/2013	0.2	590	118.00	Trade-On	GMD in arrangements post LMA meeting for trading with Doyle Clout
Renee Lobb	Director 1	28/07/2013	0.1	485	48.50	Administration	Email GDM regarding approval for website posting of report.
Renee Lobb	Director 1	28/07/2013	0.2	485	97.00	Administration	Review media coverage.
Renee Lobb	Director 1	28/07/2013	0.3	485	145.50	Trade-On	Responding to creditor queries off the back of the report sent.
Renee Lobb	Director 1	28/07/2013	0.4	485	184.00	Trade-On	Responding to investor and adviser queries.
Sally McBryde	Managing Director	28/07/2013	2	550	1100.00	Trade-On	Meeting with David Clout to discuss handover and funding issues, preparing information to handover to Clout
Sally McBryde	Managing Director	28/07/2013	0.1	550	55.00	Trade-On	Email from Michelle Bellard enclosing invoices for work done, review breakdown and forward for payment
Andrew Stokes	Director	28/07/2013	3.5	400	1400.00	Administration	Redrafting of press releases on court case and creditors report. Liaising with key journalists. Conversation with Ginette Muller and seeking further information from the team.
Eloa Zuardi	Manager 1	28/07/2013	0.2	345	69.00	Creditors	Email in from Anna D'Almeida Travel Manager re circular received
Eloa Zuardi	Manager 1	28/07/2013	0.6	345	207.00	Trade-On	Updated cash flow to be provided to the liquidator.
Eloa Zuardi	Manager 1	28/07/2013	1	345	345.00	Trade-On	Update cash flow for liquidator. Arrange MYOB voucher for Advances on Resources fee to be transfer to new liq a/cs
Eloa Zuardi	Manager 1	28/07/2013	1	345	345.00	Trade-On	Cash flow and SOP as at 26/07/13.
Glenn O'Keamey	Director 2	29/07/2013	1.5	545	817.50	Trade-On	Discussions with Sally regarding new agreement with liquidator - service company, discuss funding for first 2 weeks, review draft cash flow liq period, discussions with Ash Upday regarding service agreement and lma capacity.
Jean Springate	Administration	29/07/2013	0.3	190	57.00	Administration	Setting up Online payment & posting payment
Justin Clark	Managing Director	29/07/2013	2	500	1000.00	Administration	Media relations around the LMA report and strategy thoughts internally
Kelly-Anne Trenfield	Senior Managing Director	29/07/2013	0.4	590	236.00	Administration	Meeting with Ashley Tiplady re current legal update and interaction with LMA
Renee Lobb	Director 1	29/07/2013	0.2	485	97.00	Administration	Review media coverage and GDM email regarding fee allocation to funds. Save to file and respond to email.
Renee Lobb	Director 1	29/07/2013	0.2	485	97.00	Administration	Review draft press release and suggest changes to Ginette Muller.
Renee Lobb	Director 1	29/07/2013	0.1	485	48.50	Administration	Review revise press release.
Renee Lobb	Director 1	29/07/2013	0.1	485	48.50	Administration	Review email from ASIC regarding access to data hard drives.
Renee Lobb	Director 1	29/07/2013	0.1	485	48.50	Administration	Send email to Shelley Chalmers at LM Investment Management Ltd regarding relationship between Sizer Builders (WA) and LM Investment Management Ltd and its funds.
Renee Lobb	Director 1	29/07/2013	0.4	485	184.00	Administration	Updating funds table with information of wind up progression. Email John Corbett and request further updates to be inserted. Review and respond to further email regarding involvement of Sizar Builders in projects and First Mortgage Income Fund. Also review and file emails from Ginette Muller and between Ginette Muller and Fran regarding strategy for First Mortgage Income Fund collaboratively with Trilogy, ASIC etc.
Renee Lobb	Director 1	29/07/2013	0.4	485	184.00	Administration	Review email from Steve Russell to confirm points on involvement of Trilogy as RE. Review updated media release draft also.
Renee Lobb	Director 1	29/07/2013	0.6	485	291.00	Trade-On	Responding to investor and adviser queries.
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Review Blue Broking invoice for fee service, request payment & respond to Blue Broking re timing of same
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Employees	Email from Maribel Bell re query on FEG claim, research & respond
Sally McBryde	Managing Director	29/07/2013	1	550	550.00	Employees	Discussions with staff re roles going forward, review Maribel's email with details of role, arrange meeting with Fran Mulder to discuss
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Employees	Review & sign Circular to Employees
Sally McBryde	Managing Director	29/07/2013	0.5	550	275.00	Creditors	Obtaining updates re employee details & entitlements from Maribel to update schedule for liquidators
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Review and amend circular to employees
Sally McBryde	Managing Director	29/07/2013	3	550	1650.00	Trade-On	Preparation for meeting with DLO re handover of trading issues, meet with DLO & John Kennedy to discuss handover issues
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking vouchers for payment to advance to liquidator

Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Review & amend circular to suppliers
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Review & amend circular to previous employees
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Review & amend circular to employees
Sally McBryde	Managing Director	29/07/2013	0.5	560	275.00	Trade-On	Review LMA cash flow for funding and hand over to liquidator
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Review & sign circular to suppliers, check listing
Sally McBryde	Managing Director	29/07/2013	0.5	550	275.00	Trade-On	Email from John Kennedy re transfer of funds for trading costs, prepare response, discuss payment with EBZ & GOK, review cash flow,
Eloa Zuari	Manager 1	29/07/2013	0.2	345	69.00	Employees	Payment Summary to Amber
Eloa Zuari	Manager 1	29/07/2013	0.2	345	69.00	Employees	Invoices in from Carolyn Hodge
Eloa Zuari	Manager 1	29/07/2013	1	345	345.00	Trade-On	Update LMA Operational Costs up to 26/07/13
Eloa Zuari	Manager 1	29/07/2013	1	345	345.00	Trade-On	Update cash flow and SOP as at 26/07/13. Request fund required for WE 02.06.13
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Mail in from ATD - Running Balance Account Statement (1 Jan - 30 Jun 2013)
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Amend 897398 - Circular to Employees
Brittany Newman	Administration	29/07/2013	0.3	130	39.00	Administration	Amend & add POD's in MYOB
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Amend 897398
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Update Fund Related Expenses Summary spreadsheet
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Amend 897398 Circular to Employees
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Final 897398 Circular to Suppliers
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Email PAYG Summary to Amber Koeman
Brittany Newman	Administration	29/07/2013	0.1	130	13.00	Administration	Final 897398 & 8973110
Brittany Newman	Administration	29/07/2013	0.9	130	117.00	Administration	Mail out to Suppliers - 997398
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Michele Bullard
Sally McBryde	Managing Director	29/07/2013	0.1	550	55.00	Employees	Review & sign PAYG Summary for FY13
Glenn O'Keamey	Director 2	29/07/2013	1	545	545.00	Trade-On	Review operational cost calculation to 26/7, review SOP and cash flow information for LMA period, comments and queries to Eloa.
Christine Alterator	Director 2	29/07/2013	0.1	545	54.50	Trade-On	discussions with Ash tippley regarding advice outstanding/OP costs/lean man fees etc.
Jean Springate	Administration	29/07/2013	0.3	130	39.00	Trade-On	review Electronic Funds Transfer payments
Andrew Stokes	Director	30/07/2013	3	400	1200.00	Administration	Setting up Online payment & posting payment
Eloa Zuari	Manager 1	30/07/2013	0.2	345	69.00	Administration	Following up re court case, internal discussion on journalist contacts, dealing with Gold Coast press and HK publications, Liaison with client and distribution of release on creditors meeting.
Eloa Zuari	Manager 1	30/07/2013	0.2	345	69.00	Administration	Email in re blue Broking fee to review PI insurance
Eloa Zuari	Manager 1	30/07/2013	0.3	345	103.50	Administration	MYOB voucher to transfer \$204,300 from 8974 - AIF ac 400013409078 to 8974 - main ac 400013405907.
Eloa Zuari	Manager 1	30/07/2013	0.2	345	69.00	Administration	Follow up Bre re Commbiz transfers to be completed today
Eloa Zuari	Manager 1	30/07/2013	0.3	345	103.50	Creditors	Email to John from Cliquis, Tablet change of lease form
Eloa Zuari	Manager 1	30/07/2013	0.2	345	69.00	Employees	Email in from Tanja re Final Invoices from Web Design Magic, Advise liq app and invoices to be paid.
Eloa Zuari	Manager 1	30/07/2013	1	345	345.00	Trade-On	Follow up on John's approval for payment of Carolyn Hodge invoice
Eloa Zuari	Manager 1	30/07/2013	0.2	345	69.00	Trade-On	Update cash flow for liquidator, Follow up payment request transfer funds to liquidator
Glenn O'Keamey	Director 2	30/07/2013	1	545	545.00	Trade-On	Purchase order - Request for Xerox Consumables
Glenn O'Keamey	Director 2	30/07/2013	2	545	1090.00	Trade-On	Review and amend cash flow and prepare SOP to 26/7.
Jean Springate	Administration	30/07/2013	0.3	130	39.00	Administration	Liaise with Sally and Eloa regarding trading costs liquidator - service agreement, correspondence with new liquidator, review proposed changes to service agreement and note to learn, approve cash flow and payments to service entity.
Jean Springate	Administration	30/07/2013	0.3	130	39.00	Administration	Setting up Online payment & posting payment
Jean Springate	Administration	30/07/2013	0.3	130	39.00	Administration	Setting up Online payment & posting payment
Justin Clark	Managing Director	30/07/2013	2	500	1000.00	Administration	Strategy and insula relations
Kally-Anne Trenfield	Senior Managing Director	30/07/2013	1.3	890	767.00	Trade-On	GDM re discussions with DLG Emails in from David Clout, MTR/DLCL re service agreement - 3GOK re services agreement with DLG - 3GOK re involving/cost recovery - 3Review email in from DC & Association re service agreement; respond to Sam/gok; review commentary from Malleanons - 2

Renee Lobb	Director 1	30/07/2013	0.2	485	97.00	Administration	Compile all investor reports issued to date and send to Ghislaine Muller.
Renee Lobb	Director 1	30/07/2013	0.2	485	97.00	Administration	Review of press release and comments from Ghislaine Muller and Stephen Russell.
Renee Lobb	Director 1	30/07/2013	0.2	485	97.00	Administration	Review LM Investment Management Ltd media coverage and save to file.
Renee Lobb	Director 1	30/07/2013	0.2	485	97.00	Administration	Review and file emails between Ghislaine Muller and ASIC regarding NAS data access.
Renee Lobb	Director 1	30/07/2013	0.2	485	97.00	Administration	Review and respond to emails regarding support query on website.
Renee Lobb	Director 1	30/07/2013	0.1	485	48.50	Administration	Review staff comm's queries raised regarding fund management.
Renee Lobb	Director 1	30/07/2013	0.2	485	97.00	Administration	Respond to Ghislaine Muller queries on fund management and our role in specific funds, confirm with Ghislaine Muller.
Renee Lobb	Director 1	30/07/2013	0.2	485	97.00	Creditors	Review correspondence received from investors. Scan and send to LM Investment Management Ltd to update database. Also forward on follow up to Shauna from investor seeking response.
Renee Lobb	Director 1	30/07/2013	0.3	485	145.50	Trade-On	Respond to numerous investor queries.
Renee Lobb	Director 1	30/07/2013	0.4	485	194.00	Trade-On	Call with Elitigation Funder. Review and respond to numerous investor queries and request IT details of employee at LM Investment Management Ltd to provide to ASIC.
Renee Lobb	Director 1	30/07/2013	0.4	485	194.00	Trade-On	Email to Michael Steggs re AUD calculation of entitlements
Sally McBryde	Managing Director	30/07/2013	0.1	550	55.00	Employees	Review leave for this weeks payroll and approve for payment
Sally McBryde	Managing Director	30/07/2013	0.2	550	110.00	Trade-On	Preparing handover note to Cloullis, update employee schedule, review funding, review other issues, emails re service agreement & practicalities of operations
Sally McBryde	Managing Director	30/07/2013	0.3	550	165.00	Trade-On	email from Sharon Duffy re telephone requirements, respond to same, request EBZ to follow up with liquidators
Sally McBryde	Managing Director	30/07/2013	0.1	550	55.00	Trade-On	Approve PO for Net Express, Review Playley of future approval process
Sally McBryde	Managing Director	30/07/2013	0.3	345	103.50	Trade-On	Amendments on Cash flow and BOP
Eloa Zuari	Manager 1	30/07/2013	0.5	345	172.50	Trade-On	Review Rockfast report re PAYG tax withheld - July 2013. Update wages summary schedule up to 26/07
Eloa Zuari	Manager 1	30/07/2013	0.2	345	69.00	Trade-On	Phone call in from Macquarie Telecom
Eloa Zuari	Manager 1	30/07/2013	0.5	345	172.50	Trade-On	Phone call in from Foxtel re charges incurred post our appointment date. Advise re closure of acc. Discussions re dispute post amount charged
Brittany Newman	Administration	30/07/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax Invoice #41416553
Brittany Newman	Administration	30/07/2013	0.3	130	39.00	Administration	Mail out to Employees - 897319 x 24
Brittany Newman	Administration	30/07/2013	0.3	130	39.00	Administration	Call to fish Finance to arrange collection of 82 NEC handsets. Prepare 897319x27
Brittany Newman	Administration	30/07/2013	0.6	130	39.00	Administration	Prepare labels for postage of 8973110
Brittany Newman	Administration	30/07/2013	0.7	130	91.00	Administration	Mail out to Previous Employees of the Company - 897310 x 51
Brittany Newman	Administration	30/07/2013	0.2	130	26.00	Administration	Call to Macquarie Bank regarding collection of NEC handsets. Prepare 897319x28
Glenn O'Keamey	Director 2	30/07/2013	1	545	545.00	Trade-On	Review cost summary and prepare invoice to LHM - costs to 28/7. discussions with Kelly regarding va fee invoicing. finalise SOP LMA for 28/7.
Joan Springate	Administration	30/07/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Brittany Newman	Administration	31/07/2013	0.5	130	65.00	Trade-On	Call to Foxtel re Tax Invoice 11799018. Prepare 897419x27.
Brittany Newman	Administration	31/07/2013	0.1	130	13.00	Administration	Prepare payment voucher in MYOB - Blue Broking Pty Ltd
Eloa Zuari	Manager 1	31/07/2013	0.2	345	69.00	Administration	Request payment of Blue Broking fee
Eloa Zuari	Manager 1	31/07/2013	2	345	690.00	Trade-On	Various discussions re leading issues going forward. Communications with John/BAM and advise LM staff of procedures
Eloa Zuari	Manager 1	31/07/2013	0.2	345	69.00	Employees	Sent circular to employees to Amber
Eloa Zuari	Manager 1	31/07/2013	2	345	690.00	Trade-On	Phone call in from John Kennedy, discussions re various procedures going forward for trading of business. Review subcontractors invoices and wages payment. Email to John for payment. Advise re PO's, creditors and LM employees.
Glenn O'Keamey	Director 2	31/07/2013	1.5	545	817.50	Trade-On	Discussions with John at close regarding ongoing trading/service agreement etc. discussions with Sally and Eloa regarding ongoing trading issues and service entity.
Renee Lobb	Director 1	31/07/2013	0.2	485	97.00	Administration	Emails with Ghislaine Muller and John Corbett regarding table regarding fund progress. Advise my part complete and send doc to JOC for review and edits.
Renee Lobb	Director 1	31/07/2013	0.2	485	97.00	Trade-On	Send database updates to LM Investment Management Ltd staff.
Renee Lobb	Director 1	31/07/2013	0.5	485	242.50	Trade-On	Responding to investor and adviser queries.

Sally McEryde	Managing Director	31/07/2013	0.8	550	440.00	Trade-On	Phone calls with Andrea Hyslop of Blue Broking re notifying PI Insurance & other insurance policies of appointment of liquidators to LMA, discuss possible outcome of LMM meeting tomorrow & Trilogy court case, email from Blue Broking re exposure & consider same	
Sally McEryde	Managing Director	31/07/2013	0.1	550	55.00	Trade-On	Update from Blue Broking on ability to obtain run off cover for administrators PI policy, advise GDM	
Sally McEryde	Managing Director	31/07/2013	0.1	550	55.00	Trade-On	Review invoice of ST Business Trust	
Sally McEryde	Managing Director	31/07/2013	0.1	550	55.00	Trade-On	Email from Jodie Macleer, previous employee of LMA, respond to various queries	
Sally McEryde	Managing Director	31/07/2013	0.5	550	275.00	Trade-On	Review payroll report & approve wages for payroll, check ABA details & request changes to liquidators account detail	
Sally McEryde	Managing Director	31/07/2013	3	550	1650.00	Trade-On	Dealing with trade on issues, PO systems, queries from LMA staff	
Sally McEryde	Managing Director	31/07/2013	0.1	550	55.00	Trade-On	Approve PO for office supplies - water	
Sally McEryde	Managing Director	31/07/2013	0.5	550	275.00	Trade-On	Discussion with John Kennedy of Clouts re trade on, request leave accrual as at appointment & at liquidation date, review, queries to Maribel	
Sally McEryde	Managing Director	31/07/2013	0.2	550	110.00	Trade-On	Draft responses to employee re dividend & super position	
Brittany Newman	Administration	31/07/2013	0.1	130	13.00	Administration	Mail in from Corporate Traveller - Statement of Invoices Outstanding	
Brittany Newman	Administration	31/07/2013	0.1	130	13.00	Administration	Mail in from ATO - Instalment Activity Statement (1 - 31 July 2013)	
Brittany Newman	Administration	31/07/2013	0.7	130	91.00	Administration	Update Creditors Spreadsheet with Fax Numbers	
Eloa Zuari	Manager 1	31/07/2013	0.5	345	172.50	Trade-On	Review various invoices received for LMA - split between pre and post app.	
Kelly-Anne Trentfield	Senior Managing Director	31/07/2013	0.1	550	55.00	Trade-On	review GOK emails re invoicing for VA costs	
							87350.50	

LMW Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 August 2013 to 31 August 2013							
Name	Position	Date	Hours	Charge out Rate	Charge	Task Desc	Narrative
Andrew Stokes	Director	01/08/2013	3.5	400	1400.00	Administration	Calls with Sunday Star-Hirres, Property Observer, dealing with journalists regarding creditors meeting and statement. Liaising with Ginette, Renee and Joanne.
Christine Allertator	Director 2	01/08/2013	0.9	545	490.50	Administration	Phone Call with Ben regarding various IT issues and amend data room for ASIC notice compliance; email instructions to Ben and further Phone Call with Ben
Christine Allertator	Director 2	01/08/2013	0.6	545	327.00	Administration	Print emails for ASIC notice
Christine Allertator	Director 2	01/08/2013	2.1	545	1144.50	Administration	Arears Meeting
Christine Allertator	Director 2	01/08/2013	0.6	545	327.00	Administration	Emails and data room
Damian Bender	Managing Director	01/08/2013	3	550	1650.00	Administration	Work on LM
Glenn O'Keamey	Director 2	01/08/2013	0.4	545	218.00	Trade-On	Liaise with John at clouts regarding agreement, trading issues/operation issues - discussion with Simon on site.
Joan Springate	Administration	01/08/2013	0.3	139	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	01/08/2013	0.1	590	59.00	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	01/08/2013	0.4	590	236.00	Trade-On	Discuss request for access to B&R by KM with CMA; discuss aspct request for records GOK re operations/funding Emails/mail in Email in from David Clout re access to Information; instructions to CMA and response
Renee Lobb	Director 1	01/08/2013	0.5	485	242.50	Trade-On	Responding to investor queries regarding the report and to FTI staff queries on work in progress reports and detail of same, confirm with ABW format of reports.
Renee Lobb	Director 1	01/08/2013	0.3	485	145.50	Administration	Review and save media coverage regarding second report. Also draft media statement for post meeting today.
Renee Lobb	Director 1	01/08/2013	0.2	485	97.00	Administration	Send database address updates to LM Investment Management Ltd for actioning.
Renee Lobb	Director 1	01/08/2013	0.5	485	242.50	Trade-On	Responding to investor and adviser queries.
Sally McBryde	Managing Director	01/08/2013	0.1	550	55.00	Trade-On	IAS return - ATO PAYG return - check working papers and sign where appropriate.
Sally McBryde	Managing Director	01/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Blue broking
Sally McBryde	Managing Director	01/08/2013	0.5	550	275.00	Trade-On	Updating organisational chart, reviewing staffing requirements ahead of discussion with Fran re same
Sally McBryde	Managing Director	01/08/2013	1	550	550.00	Trade-On	Updating employee details from information provided by Manibel, draft email to John Kennedy providing details
Sally McBryde	Managing Director	01/08/2013	0.1	550	55.00	Trade-On	Email from EBZ re query from supplier due to change in liquidators, respond to same
Sally McBryde	Managing Director	01/08/2013	0.4	550	220.00	Trade-On	Call with Fran Mulder to discuss staffing issues
Sally McBryde	Managing Director	01/08/2013	2	550	1100.00	Trade-On	Review leave balances, calculate pre & post appointment balances, queries to Manibel & update schedule
Sally McBryde	Managing Director	01/08/2013	0.5	550	330.00	Trade-On	Call with Andrea Hyslop of Blue Broking, advise of liquidation of co, discuss noting on insurance, discuss providing Clouts with copy of LMA insurance docs given also LMIM policies
Sally McBryde	Managing Director	01/08/2013	0.1	550	55.00	Trade-On	Various emails re previous P insurance notification
Sally McBryde	Managing Director	01/08/2013	0.2	550	110.00	Trade-On	Various emails from Clayton Utz re contact from PT insurers as a result of notification
Eloa Zuardi	Manager 1	01/08/2013	0.2	345	69.00	Trade-On	Invoice in from CIRCLE NEWS
Eloa Zuardi	Manager 1	01/08/2013	0.2	345	69.00	Trade-On	Final Invoices from Web Design Magic
Eloa Zuardi	Manager 1	01/08/2013	0.3	345	103.50	Trade-On	Email in from PKF re Circular to Suppliers. Advise outcome of meeting of creditors, Confirm address of RTC sent out last week.
Eloa Zuardi	Manager 1	01/08/2013	0.2	345	69.00	Employees	Advise Carolyn re payment of her invoice.
Eloa Zuardi	Manager 1	01/08/2013	0.3	345	117.50	Trade-On	Arrange PO - Xerox & TNT to be approved by admin, and forward to liquidator.
Eloa Zuardi	Manager 1	01/08/2013	0.5	345	172.50	Trade-On	Follow up Teistra change of lessee form and cheques from Bne re payment of outstanding a/c.

Eloa Zuardi	Manager 1	01/08/2013	0.2	345	69.00	Employees	Email out employee list to John Kennedy
Eloa Zuardi	Manager 1	01/08/2013	0.3	345	103.50	Trade-On	Advise Clouts re Rockfast payroll access - will be locked in 28 days
Glenn O'Kearney	Director 2	01/08/2013	0.2	545	109.00	Trade-On	Payment of trading costs - va period. Approvals in mypb
Christine Alterator	Director 2	01/08/2013	0.1	545	54.50	Administration	review emails in regarding various IT issues to be discussed with Ben
Christine Alterator	Director 2	01/08/2013	0.2	545	109.00	Trade-On	review Electronic Funds Transfer to Michelle Ballard and discussion with KAT regarding correspondence form Russell's to Minters, and discuss status of ASIC notice
Joan Springate	Administration	01/08/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	01/08/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Brittany Newman	Administration	01/08/2013	0.1	130	13.00	Administration	Mail in from Teisira - Bill Number P 088 080 610-7
Brittany Newman	Administration	01/08/2013	0.4	130	52.00	Administration	Prepare payment vouchers - ATO & Capital Finance
Brittany Newman	Administration	01/08/2013	0.1	130	13.00	Administration	Update P.O.C.V. Register
Brittany Newman	Administration	01/08/2013	0.1	130	13.00	Administration	Undertake a new historical company search of LM Capalaba Pty Ltd A.C.N. 132 798 353 > email to Shelley Chalmers
Christine Alterator	Director 2	02/08/2013	0.1	545	54.50	Trade-On	review various Electronic Funds Transfer and cheque payments
Christine Alterator	Director 2	02/08/2013	2.1	545	1144.50	Administration	Print board meeting emails
Christine Alterator	Director 2	02/08/2013	1.8	545	981.00	Administration	Print emails for ASIC notice
Christine Alterator	Director 2	02/08/2013	0.1	545	54.50	Administration	Review email in from REFZ and request rundown for role
Christine Alterator	Director 2	02/08/2013	0.2	545	109.00	Administration	Review email in from REFZ and request rundown for role
Damian Bender	Managing Director	02/08/2013	3	550	1650.00	Administration	Work on LM
Eloa Zuardi	Manager 1	02/08/2013	0.2	345	69.00	Administration	Advise CMA re AIF transfers requested
Ginette Muller	Senior Managing Director	02/08/2013	1	590	590.00	Administration	Clayton Uiz, Kordalwintha meeting for one hour
Joan Springate	Administration	02/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	02/08/2013	0.2	590	118.00	Administration	SDM update re meeting with KM, update re Insurance/MIF status
Renee Lobb	Director 1	02/08/2013	0.2	485	97.00	Administration	Assessing Start Commit's with Media enquiries
Renee Lobb	Director 1	02/08/2013	0.1	485	48.50	Trade-On	Send numerous database updates to LM Investment Management Ltd staff for actioning.
Renee Lobb	Director 1	02/08/2013	0.1	485	48.50	Trade-On	Respond to email from SAM regarding insurance notification.
Renee Lobb	Director 1	02/08/2013	0.4	485	194.00	Administration	Updating LM Investment Management Ltd administration website for liquidation.
Sally McBryde	Managing Director	02/08/2013	0.1	550	55.00	Trade-On	Email from Michelle Ballard requesting copy of termination letter, locate & email same
Sally McBryde	Managing Director	02/08/2013	0.5	650	275.00	Trade-On	Review FEG claim forms received at this office, respond to queries re same, draft letter to FEG enclosing forms, finalise letter
Sally McBryde	Managing Director	02/08/2013	0.1	650	55.00	Trade-On	Email from Maribel re Rockfast system about to be locked, instructions to EBZ to deal with same
Sally McBryde	Managing Director	02/08/2013	0.1	650	55.00	Trade-On	Email from Michael Skeggs requesting AUD amount of wages and entitlements, email from Maribel providing details of calculation, respond to Michael Skeggs re same
Sally McBryde	Managing Director	02/08/2013	0.1	550	55.00	Trade-On	Email from Marija Mladenovic re FEG claim update, respond to same
Sally McBryde	Managing Director	02/08/2013	1.3	550	715.00	Trade-On	Drafting & sending email to previous employees & current employees providing update, confirm bounced back email addresses, responding to queries from update
Sally McBryde	Managing Director	02/08/2013	0.1	550	55.00	Trade-On	Correspondence out - review and note contents, make changes where necessary, sign and send to DEEWR enclosing FEG claim forms
Sally McBryde	Managing Director	02/08/2013	0.1	550	55.00	Trade-On	Review declaration of wages by JP for WorkCover, queries re calculation
Sally McBryde	Managing Director	02/08/2013	1	550	550.00	Trade-On	Drafting & sending email to John Kennedy of Clouts in relation to employee details, leave, FEG claims, updates on contact details
Sally McBryde	Managing Director	02/08/2013	0.1	550	55.00	Trade-On	Email from June Burt re update on FEG claim, respond to same
Sally McBryde	Managing Director	02/08/2013	0.1	550	55.00	Trade-On	Email from Sean Haydock re offer to purchase vehicle he is using, provide update on status of liquidation & ability to sell assets, advise SAC to include in details for liquidator
Eloa Zuardi	Manager 1	02/08/2013	0.2	345	69.00	Employees	Employee request Michelle re Letter of Termination
Eloa Zuardi	Manager 1	02/08/2013	0.3	345	103.50	Administration	Post Box Redirection
Eloa Zuardi	Manager 1	02/08/2013	0.3	345	103.50	Trade-On	Follow up cheques from Bre and advise Nicholas re payment email scanned cheques. Advise re change of lessee form.

Eloa Zuardi	Manager 1	02/08/2013	0.3	345	103.50	Trade-On	Email out to Hayley re Request - Temp cleaner and invoice received not matching PO approved.
Eloa Zuardi	Manager 1	02/08/2013	0.3	345	103.50	Administration	Email out to Maribel re weekly reports for payroll tax liability for period 24/07/13 to 30/07/2013
Eloa Zuardi	Manager 1	02/08/2013	0.3	345	103.50	Administration	Email out to Cloutis re Cash flow Update LMA
Eloa Zuardi	Manager 1	02/08/2013	0.3	345	103.50	Employees	Amendments on WorkCover wages declaration
Glenn O'Keamey	Director 2	02/08/2013	0.1	545	54.50	Employees	Correspondence from employer regarding ph bill/wage payment
Ginette Muller	Senior Managing Director	02/08/2013	0.5	590	295.00	Administration	Meeting/discussions with Clayton UZ
Kelly-Anne Trenfield	Senior Managing Director	02/08/2013	0.1	590	59.00	Trade-On	Review and approve payment
Christine Alterator	Director 2	02/08/2013	0.1	545	54.50	Trade-On	Review various Electronic Funds Transfer and cheque payments
Joan Springate	Administration	02/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Brittiany Newman	Administration	02/08/2013	0.5	130	65.00	Administration	Format & Final 8973195 + copy FEG Claim Forms x 6 for our records
Brittiany Newman	Administration	02/08/2013	0.4	130	52.00	Administration	Undertake Company Searches & Title Searches on ABR website
Brittiany Newman	Administration	02/08/2013	0.1	130	13.00	Administration	Mail out to Department of Education, Employment and Workplace Relations - 8873195 + FEG Claim Forms x 5
Manushka Flynn	Administrative	02/08/2013	0.1	130	13.00	Trade-On	Arranged cheques to Telstra to be mailed
Christine Alterator	Director 2	05/08/2013	0.1	545	54.50	Administration	Email in from Peter at NIK regarding delivery of ASIC information
Glenn O'Keamey	Director 2	05/08/2013	0.3	545	163.50	Trade-On	Review emails correspondence from cloutis, liaise with Sally regarding payments etc. note to sally and Eloa regarding ph. bills to pay. note to Kelly regarding follow up on KM % for costs
Glenn O'Keamey	Director 2	05/08/2013	2	545	1090.00	Trade-On	Call from John Kennedy regarding cloutis. review cash flows etc. for week and discussions with Eloa and sally. queries to Eloa regarding rental info, review bank accounts regarding trading deposits, review cash flow statements and SOP positions./ discussions with Eloa regarding cash flow forecast limb, further discussions with John Kennedy and Kelly regarding service agreement terms, discuss deposits with Eloa, follow up info on loan man fee income to service entity, liaise with Shelley Chalmers regarding same, review advices waiting on from ash.
Joan Springate	Administration	05/08/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Joan Springate	Administration	05/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Renee Lobb	Director 1	05/08/2013	0.2	485	97.00	Administration	Review media coverage and save to file
Renee Lobb	Director 1	05/08/2013	0.2	485	97.00	Trade-On	Review investor correspondence and send to LM Investment Management Ltd for database updates.
Renee Lobb	Director 1	05/08/2013	0.4	485	194.00	Trade-On	Talks investor call and response to subsequent investor emails.
Renee Lobb	Director 1	05/08/2013	0.2	485	97.00	Trade-On	Review and respond to email regarding distributions to investor.
Renee Lobb	Director 1	05/08/2013	0.3	485	145.50	Trade-On	Responding to investor and adviser queries.
Sally McBryde	Managing Director	05/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to PAYG
Sally McBryde	Managing Director	05/08/2013	0.1	550	55.00	Trade-On	Review Declaration for Wages for FY13 for WorkCover submission
Sally McBryde	Managing Director	05/08/2013	1	550	550.00	Trade-On	Review cash flow, discussion with GOK re Clout requirements & fees, discuss costs with EBZ, review amendments
Sally McBryde	Managing Director	05/08/2013	0.1	550	55.00	Trade-On	Email from John Kennedy re handover issues and person handling FEG claims
Sally McBryde	Managing Director	05/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Cloutis re advance on resource fee
Sally McBryde	Managing Director	05/08/2013	0.2	550	110.00	Trade-On	Email from Andrea Hyslop of Blue Broking requesting details of outcome of 2nd meeting of creditors, advised re liquidation
Sally McBryde	Managing Director	05/08/2013	0.5	550	275.00	Trade-On	Review cash flow spreadsheet, review forecast, discussion with EBZ re providing cash flow to Cloutis
Sally McBryde	Managing Director	05/08/2013	0.1	550	55.00	Trade-On	Emails in relation to payment of David Nunn's mobile phone bill and transfer to him personally
Sally McBryde	Managing Director	05/08/2013	1	550	550.00	Trade-On	Dealing with trade on issues and handover to liquidator.
Sally McBryde	Managing Director	05/08/2013	1	550	550.00	Trade-On	Updating schedules & providing employee information to liquidators

Joan Springate	Administration.	05/08/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Eloa Zuardi	Manager 1	05/08/2013	0.2	345	68.00	Trade-On	Email out re invoice to The LM Australian Units Fund
Eloa Zuardi	Manager 1	05/08/2013	0.5	345	172.50	Trade-On	Invoices in and phone call from creditor re STAPLES AU Batched documents - 32167438. Advised adm ended and liquidator requested nem a/c open
Eloa Zuardi	Manager 1	05/08/2013	0.5	345	172.50	Trade-On	Advise that we no longer require alarm monitoring for Level 3, 38 Cawli Ave. Forward invoice from Paradise Security
Eloa Zuardi	Manager 1	05/08/2013	0.3	345	103.50	Trade-On	Advise John re deduction on their wages "DONATION - Donation-Baby Hudson"
Eloa Zuardi	Manager 1	05/08/2013	1.5	345	517.50	Trade-On	Liquidator cash flow updated and various discussions re monies to be transferred
Eloa Zuardi	Manager 1	05/08/2013	0.2	345	69.00	Trade-On	Advise Clouts re renewal of Rocket system payroll
Eloa Zuardi	Manager 1	05/08/2013	0.3	345	103.50	Trade-On	Various discussions re Corporate Traveller Account. RVZ advised to open a/c in name of LMMIM going forward
Eloa Zuardi	Manager 1	05/08/2013	0.2	345	69.00	Trade-On	Advise re Mobile phone bill for David Nunn
Eloa Zuardi	Manager 1	05/08/2013	0.3	345	103.50	Employees	Invoice in from Carolyn Hodges. Seek approval and forward to liquidator for payment.
Eloa Zuardi	Manager 1	05/08/2013	0.2	345	69.00	Administration	Advise John re Robbie & Associates contact details
Eloa Zuardi	Manager 1	05/08/2013	0.3	345	103.50	Trade-On	Phone call out to Hayley re PO's submitted listing previous dem a/c number. Advise procedures re new a/c for liquidators. Request amendments
Eloa Zuardi	Manager 1	05/08/2013	0.3	345	103.50	Trade-On	Email to Zein Corporate Traveller Account and invoices for payment. Review and identify borrower code for each invoice
Kelly-Anne Trenfield	Senior Managing Director	05/08/2013	0.1	590	59.00	Trade-On	Review and approve payment
Glenn O'Kearney	Director 2	05/08/2013	0.2	545	109.00	Trade-On	Review cash flow position regarding op cost funding owing/requirement for week end 9 Aug. discussions with Eloa
Brittany Newman	Administration	05/08/2013	0.1	130	13.00	Administration	Mail in from XBC Business Centre - Statement 31/7/2013
Brittany Newman	Administration	05/08/2013	0.1	130	13.00	Administration	Mail in from Paradise Security Australia Pty Ltd - Tax Invoice #136234
Brittany Newman	Administration	05/08/2013	0.1	130	13.00	Administration	Mail in from GRACE Records Management - Tax Invoice #R200286312
Brittany Newman	Administration	05/08/2013	0.1	130	13.00	Administration	Returned Post - 8873110 to Caitlin Grace Drinkwater
Benjamin Robson	Accountant	06/08/2013	0.2	235	47.00	Administration	Mail out to Caitlin Grace Drinkwater - 8973110
Benjamin Robson	Accountant	06/08/2013	0.1	235	23.50	Administration	Investigate payment origin of funds received by Allen's from FTI
Christine Alterator	Director 2	06/08/2013	2	545	1090.00	Administration	Check MYOB for next payment to Macquarie Equipment
Eloa Zuardi	Manager 1	06/08/2013	1.5	345	517.50	Trade-On	Print board meeting emails
							Updated cash flow and SOP for LMA/LMMIM
							Review marked up service agreement from clouts. make further amendment. discussions with sally. note to Kelly and sally regarding agreement/clout trading etc. review loan man agreements. reply to John Kennedy with initial comments on agreement. issue loan man fee agreements to clouts. update cash flow regarding ongoing advance requirements and effect on LMMIM cash.
Glenn O'Kearney	Director 2	06/08/2013	1.4	545	763.00	Trade-On	Review cash flow, SOP and laise with Eloa regarding funds to finalise lma op cost liabilities.
Glenn O'Kearney	Director 2	06/08/2013	0.5	545	272.50	Trade-On	Settling up Online payment & posting payment
Joan Springate	Administration	06/08/2013	0.3	130	39.00	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	06/08/2013	0.1	590	59.00	Administration	Request for investor information from Brendon Maloney; review steps taken to date and request data from CMAGOK re rate for KM and information DLC Review and approve payment Review cash flow and sop
Kelly-Anne Trenfield	Senior Managing Director	06/08/2013	0.6	590	354.00	Administration	David Clout re timing of judgement and ongoing trading
Kelly-Anne Trenfield	Senior Managing Director	06/08/2013	0.1	590	59.00	Trade-On	Emails from Marija Mladenovic re FEG claim form, call FEG to determine if received form,
Sally McBryde	Managing Director	06/08/2013	0.5	550	275.00	Trade-On	respond to MM re same
Sally McBryde	Managing Director	06/08/2013	0.1	550	55.00	Trade-On	Email from Hayley Serblin re suppliers accounts & review response from EBZ
Sally McBryde	Managing Director	06/08/2013	0.2	550	110.00	Trade-On	Email to Maribel Bell re working requirements & update re her request for redundancy & review her response
Sally McBryde	Managing Director	06/08/2013	0.1	550	55.00	Trade-On	Email from EBZ re David Nunn mobile phone payment & transfer to personal account
Sally McBryde	Managing Director	06/08/2013	0.1	550	55.00	Trade-On	Email from Magi Mavis requesting various documents for her FEG claim
Sally McBryde	Managing Director	06/08/2013	0.1	550	55.00	Trade-On	Email in relation to Sean Haydock's expense claim re transfer fees for vehicle
Sally McBryde	Managing Director	06/08/2013	0.3	550	165.00	Trade-On	Review Service Agreement with LMA & discussions re same

Sally McBryde	Managing Director	06/08/2013	1	560	550.00	Trade-On	Review cash flow, review expenses
Sally McBryde	Managing Director	06/08/2013	0.5	550	275.00	Trade-On	Various employee queries, dealing with employee issues
Glen O'Kearney	Director 2	06/08/2013	0.1	545	54.50	Administration	Russell's invoices in - review and arrange payment.
Benjamin Robson	Accountant	06/08/2013	1.3	235	305.50	Administration	LMA Payment run, several supplier payments made, MYOB vouchers created and supporting documents attached
Eloa Zuardi	Manager 1	06/08/2013	0.2	345	69.00	Administration	Email out to Hayley listing of suppliers who received our notification to close a/c's
Eloa Zuardi	Manager 1	06/08/2013	0.2	345	69.00	Administration	Advise John re Espada Payment - Leased Vehicle
Eloa Zuardi	Manager 1	06/08/2013	1.5	345	517.50	Trade-On	Updated cash flow and SOP for LMA/LMIM
Eloa Zuardi	Manager 1	06/08/2013	0.2	345	69.00	Trade-On	Obtain update on this transfer for vehicle used by Sean. Check pay out
Eloa Zuardi	Manager 1	06/08/2013	0.2	345	69.00	Trade-On	Follow up Teistra change of Lessee form
Eloa Zuardi	Manager 1	06/08/2013	0.5	345	172.50	Administration	Email to WorkCover re declaration of wages for period 01/07/13 - 26/07/13. Complete form and lodge
Eloa Zuardi	Manager 1	06/08/2013	0.2	345	69.00	Administration	Circular to OSR NSW
Eloa Zuardi	Manager 1	06/08/2013	0.5	345	172.50	Administration	Updated list of staff mobile phones held under LMA Teistra account.
Eloa Zuardi	Manager 1	06/08/2013	0.2	345	69.00	Administration	Email out re invoice from The LM Australian Units Fund
Kelly-Anne Trenfield	Senior Managing Director	06/08/2013	0.1	590	59.00	Trade-On	Review and approve payment
Kelly-Anne Trenfield	Senior Managing Director	06/08/2013	0.1	590	59.00	Trade-On	Review cash flow and sop
Glen O'Kearney	Director 2	06/08/2013	0.5	545	272.50	Trade-On	Review cash flow, sop, and liaise with Eloa regarding funds to finalise lma liabilities.
Brittany Newman	Administration	06/08/2013	0.1	130	13.00	Administration	Mail in from ShredX Pty Ltd - Tax Invoice #00652399
Brittany Newman	Administration	06/08/2013	0.1	130	13.00	Administration	Mail in from ShredX Pty Ltd - Tax Invoice #00652404
Brittany Newman	Administration	06/08/2013	0.3	130	39.00	Administration	Call to Australian Bureau of Statistics - 8973/n29
Brittany Newman	Administration	06/08/2013	0.2	130	26.00	Administration	Email re 8973/2 Margaret Mavis & PAYG Summary to Maggie Mavis at requested
Brittany Newman	Administration	06/08/2013	0.1	130	13.00	Administration	Mail out to ATO - Instalment Activity Statement (1-31 July + CHQ (\$52,279)
Benjamin Robson	Accountant	07/08/2013	0.3	235	70.50	Administration	Correspondence with Russell's law and provide summary of invoices paid and outstanding
Benjamin Robson	Accountant	07/08/2013	2	235	470.00	Administration	Inclusion of several Invoices to Consultants fee register, Calculations and fund apportionments, Correspondence with GOK and Irene. Calling and emails seeking fund split approval
Benjamin Robson	Accountant	07/08/2013	0.3	235	70.50	Administration	Corporate Traveller account request form completed
Benjamin Robson	Accountant	07/08/2013	0.2	235	47.00	Administration	Payment confirmation received from Irene Galleg and register updated
Christine Alterator	Director 2	07/08/2013	0.2	545	109.00	Administration	Emails in/out with Peter at Norton Rose regarding board meeting emails for ASIC
Christine Alterator	Director 2	07/08/2013	0.4	545	218.00	Administration	Set up meeting room for review of board meeting emails and meet with Peter from Norton Rose
Eloa Zuardi	Manager 1	07/08/2013	0.2	345	69.00	Administration	Email in from Carolyn re work perform on the set up of distribution for the UCITS fund
Eloa Zuardi	Manager 1	07/08/2013	0.2	345	69.00	Trade-On	complete the credit application in name of LMIM to open a new account with Corporate Travel.
Glen O'Kearney	Director 2	07/08/2013	1	545	545.00	Trade-On	Call from John Kennedy regarding trading issues/agreement etc. discuss loan man fee agreement, discussions with Kelly regarding cloud trading etc. follow up service agreement. approval of payments myob etc.
Kelly-Anne Trenfield	Senior Managing Director	07/08/2013	1.1	590	649.00	Trade-On	Review service agreement with LMAGOK re changes re judgement; planning re judgement and discuss with GDM
Kelly-Anne Trenfield	Senior Managing Director	07/08/2013	0.1	590	59.00	Administration	Review and update id; query outstanding items
Kelly-Anne Trenfield	Senior Managing Director	07/08/2013	0.2	590	118.00	Administration	Review emails in re changes re M/F funding
Kelly-Anne Trenfield	Senior Managing Director	07/08/2013	0.4	590	238.00	Creditors	adjudication of kin pools and draft email to KM re claim of breach of trust
Renee Lobb	Director 1	07/08/2013	0.2	485	97.00	Trade-On	Send email regarding FOS invoice to EFZ to follow up payment progress.
Renee Lobb	Director 1	07/08/2013	0.2	485	97.00	Creditors	Review Gineete Miller email regarding appointment for call with ACI. Email Simon Lister to arrange a time for same.
Renee Lobb	Director 1	07/08/2013	0.4	485	194.00	Trade-On	Responding to numerous investor and adviser queries.
Renee Lobb	Director 1	07/08/2013	0.3	485	145.50	Trade-On	Take investor call and answer queries.
Sally McBryde	Managing Director	07/08/2013	0.1	550	55.00	Trade-On	Review & sign off on payroll tax submission

Name	Role	Date	Hours	Amount	Category	Description
Sally McBryde	Managing Director	07/08/2013	0.1	550	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to payroll tax
Sally McBryde	Managing Director	07/08/2013	0.5	275.00	Trade-On	Consider implications of judgement and what issues may arise
Sally McBryde	Managing Director	07/08/2013	0.5	275.00	Trade-On	Review leave for payroll, approval to Maribel, review payroll report for LMA
Sally McBryde	Managing Director	07/08/2013	0.1	550	Trade-On	Email from Fran re starting issues & response to same
Joan Sprigale	Administration	07/08/2013	0.3	38.00	Trade-On	Settling up Online payment & posting payment
Benjamin Robson	Accountant	07/08/2013	0.3	70.50	Administration	Correspondence with Esanda Finance regarding payout for Hilux, email to Eloa Zuardi providing update
Benjamin Robson	Accountant	07/08/2013	0.2	47.00	Administration	Correspondence with Macquarie equipment rentals
Benjamin Robson	Accountant	07/08/2013	0.4	94.00	Administration	Contact with Various suppliers to issue circular to creditors and request update to final billing date
Benjamin Robson	Accountant	07/08/2013	0.2	47.00	Administration	Staples account reconciliation of unpaid invoices
Benjamin Robson	Accountant	07/08/2013	0.1	23.50	Administration	Correspondence with Peter Drake regarding Macquarie telecom
Eloa Zuardi	Manager 1	07/08/2013	0.3	103.50	Trade-On	Invoice from ST-BUSINESS TRUST - Invoice IV00000038 for \$5,187.99
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Trade-On	Email to GOK re payment out of LMA on behalf of The LM Australian Uniks Fund
Eloa Zuardi	Manager 1	07/08/2013	1	345.00	Administration	Phone call to Maribel re lodgement Payroll Tax OLD ; review Rockfast reports and amend lodgement details; Request MYOB voucher, Advise Kate from Clouts re new reg no for LMA in Liquidation, And payroll tax payments
Eloa Zuardi	Manager 1	07/08/2013	0.2	68.00	Administration	cheque in for payment ASHC \$37 re fee for lodgement
Eloa Zuardi	Manager 1	07/08/2013	0.5	172.50	Trade-On	WAGES - ABA, EFT and payroll report for WE 6.8.13
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Administration	Phone call in from John re Resource Fees Invoice
Eloa Zuardi	Manager 1	07/08/2013	0.5	172.50	Trade-On	Discussions with Hayley re PO for Documents booked via TNT. Check new a/c number. Arrange approval
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Administration	Phone call in from John re Management Fee Invoice
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Administration	confirm with Teistra that the transfer of mobile number for David Nunn was processed,
Eloa Zuardi	Manager 1	07/08/2013	1	345.00	Trade-On	Email in from Payroll Tax - LM Administration Pty Ltd - Client Number 3767088 re final return for the administrators period 1 July 2013 - 26 July 2013. Prepare docs to be lodged
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Employees	Email in from Cameron re Staff Travel required
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Administration	Email out to Sarah of WorkCover re declaration of wages for period 01/07/13 - 26/07/13. Request amendments
Eloa Zuardi	Manager 1	07/08/2013	0.1	34.50	Trade-On	Invoice in from STAPLES AU Financial Statement Account No 92167438
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Administration	Email out to Kate re Resource Fees Invoice template
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Administration	Advise Kate re payroll tax lodgement
Eloa Zuardi	Manager 1	07/08/2013	0.5	172.50	Administration	Post Box Redirection; Phone call to Sharon to check details; Email to Kate recommending extension for redirection
Eloa Zuardi	Manager 1	07/08/2013	0.2	69.00	Administration	Correspondence from WorkCover re policy number, Advise Kate
Andrew Stokes	Director	08/08/2013	5	2000.00	Administration	Reframing lease on court decision; reading judgment; liaison with journalists; further consultation with Ginette.
Benjamin Robson	Accountant	08/08/2013	0.4	94.00	Administration	FUM Split of KWM Invoice
Benjamin Robson	Accountant	08/08/2013	0.1	23.50	Administration	Amend split to KWM Invoice
Benjamin Robson	Accountant	08/08/2013	0.2	47.00	Administration	KWM invoice split sent to S. Tucker and F. Muller
Benjamin Robson	Accountant	08/08/2013	0.2	47.00	Administration	MYOB voucher payment August instalment to Macquarie insurance
Benjamin Robson	Accountant	08/08/2013	0.6	141.00	Administration	Consultants Fee Register work - update to payments and inclusion of 2 Norton Rose and Clayton Utz Invoices
Daniel Billings	Sr Consultant	08/08/2013	0.5	150.00	Administration	Media summary/monitoring
Eloa Zuardi	Manager 1	08/08/2013	0.5	172.50	Administration	Payment for insurance instalment
Eloa Zuardi	Manager 1	08/08/2013	0.3	103.50	Administration	Email to Carolyn re FOS membership for 10599 and outstanding balance. Request info of approval of services requested.
Eloa Zuardi	Manager 1	08/08/2013	0.3	103.50	Administration	Advise Lucy re Chq received for LM NZ GST refund - \$999.45.

Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Trade-On	Compile all supporting docs for LMM operational costs for period 1 to 26 July. Advise re calculation of estimated figures.
Glenn O'Keamey	Director 2	08/08/2013	0.1	545	54.50	Trade-On	Note to Kelly from Kelly regarding invoice template.
Glenn O'Keamey	Director 2	08/08/2013	0.2	545	109.00	Trade-On	Trading issues/payments etc. follow up cost recoveries.
Joan Springate	Administration	08/08/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Justin Clarke	Managing Director	08/08/2013	3.0	500.0	1500.00	Administration	Issues management around FMIF court ruling including client liaison, planning and media relations activity
Kelly-Anne Trenfield	Senior Managing Director	08/08/2013	0.4	590	236.00	Administration	GOK update re funding from MIF. GOK re funding from pre-payments Review legal/consultants register
Renee Lobb	Director 1	08/08/2013	0.2	485	97.00	Administration	Review and save to file media coverage.
Sally McBryde	Managing Director	08/08/2013	1.5	550	925.00	Trade-On	Discussions re strategy around outcome of judgement for MIF
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Approve PO for mail redirection
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Approve PO for office supplies
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Review invoices from Carolyn Hodge and request invoices to be run by me before approval
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to S Chairmen for staff expenses
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Email to Maribel re compassionate leave
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Email from Andrea of Blue Broking requesting confirmation that PI premium funding to Macquarie will continue to be paid, respond to same
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to Macquarie of PI premium funding
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Trade-On	Review & sign FORM OSR P 12 Final return for payroll tax
Joan Springate	Administration	08/08/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	08/08/2013	0.3	130	39.00	Trade-On	Setting up online payment & posting payment
Joan Springate	Administration	08/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Benjamin Robson	Accountant	08/08/2013	0.2	235	47.00	Administration	Mail redirect price guide obtained and forwarded to H Sartlin
Benjamin Robson	Accountant	08/08/2013	0.2	235	47.00	Administration	Mail in
Benjamin Robson	Accountant	08/08/2013	0.2	235	47.00	Administration	Purchase Order C.V.I. 0047005
Benjamin Robson	Accountant	08/08/2013	0.3	235	70.50	Administration	MYOB Voucher payments to Russell Law
Benjamin Robson	Accountant	08/08/2013	0.2	235	47.00	Employees	Follow up Col. form with Teistra for David Nunn
Benjamin Robson	Accountant	08/08/2013	0.3	235	70.50	Administration	Staff expenses claim S Chairmen
Benjamin Robson	Accountant	08/08/2013	0.2	235	47.00	Administration	Purchase Order 0047005 approved and forward to K Brown
Benjamin Robson	Accountant	08/08/2013	0.2	235	47.00	Administration	Mail out
Eloa Zuari	Manager 1	08/08/2013	0.3	345	103.50	Administration	The LM Australian Units Fund
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Administration	Follow up Carolyn's payment for this week
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Employees	Advise Irene re LMA Staff Expenses WK 05:07:13 paid last week.
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Employees	LMA Staff Expenses WK 08:07:13 - arrange payment
Eloa Zuari	Manager 1	08/08/2013	0.3	345	103.50	Administration	Arrange PO for Post Box Redirection
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Administration	PO re Stationery/Office Supplies
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Administration	Email in from SAM re subcontractors invoices/approvals
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Trade-On	Advise Zoran re Corporate Traveller Account payment
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Trade-On	Compile all supporting docs for LMA operational costs for period 1 to 26 July. Advise re calculation of estimated figures.
Eloa Zuari	Manager 1	08/08/2013	2	345	690.00	Trade-On	Follow up Teistra change of lessee form
Eloa Zuari	Manager 1	08/08/2013	0.2	345	69.00	Administration	Review and approve payments/myob - va period. Review note from McGrath discussions with Eloa regarding supporting documents, review docs and proposed email form Eloa and approve.
Glenn O'Keamey	Director 2	08/08/2013	0.5	545	272.50	Trade-On	Email regarding staff expenses
Sally McBryde	Managing Director	08/08/2013	0.1	550	55.00	Employees	Review Electronic Funds Transfer payments
Christine Allertor	Director 2	08/08/2013	0.1	545	54.50	Trade-On	Forward CLUTZ invoice and update consultants fee register
Benjamin Robson	Accountant	08/08/2013	0.3	235	70.50	Administration	

Justin Clarke	Managing Director	09/08/2013	1.5	500.0	750.00	Administration	Media relations and planning around ASIC announcement
Eloa Zuardi	Manager 1	09/08/2013	1	345	345.00	Trade-On	Update cash flow figures for WE 09/08/13.
Joan Springgate	Administration	09/08/2013	0.2	130	26.00	Trade-On	Receipt voucher, Posting receipt & getting cheque ready to bank
Joan Springgate	Administration	09/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springgate	Administration	09/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	09/08/2013	0.3	590	177.00	Creditors	Call with Glenn O'Keamey and subsequent emails re query from KMI re remuneration report
Renee Lobb	Director 1	09/08/2013	0.2	485	97.00	Administration	Review and save to file media coverage.
Renee Lobb	Director 1	09/08/2013	0.1	485	48.50	Administration	Send database updates to LM staff for accounting.
Renee Lobb	Director 1	09/08/2013	0.1	485	48.50	Trade-On	Review and file GINETTE Muller email on teleconference with ACI
Renee Lobb	Director 1	09/08/2013	0.4	485	194.00	Administration	Review online journal media on judgment.
Renee Lobb	Director 1	09/08/2013	0.2	485	97.00	Trade-On	Review and file further emails regarding ACI.
Renee Lobb	Director 1	09/08/2013	0.1	485	48.50	Trade-On	Review GINETTE Muller respond to ACI queries.
Renee Lobb	Director 1	09/08/2013	0.7	485	339.60	Trade-On	Respond to numerous investor emails and review and file email from Simon Lister on adviser committee.
Sally McBryde	Managing Director	09/08/2013	0.1	550	55.00	Trade-On	Email from employees re PAYG & FEG claim
Sally McBryde	Managing Director	09/08/2013	0.5	550	275.00	Trade-On	Review weekly costs & cash flow, approve amount to be transferred to LMA
Sally McBryde	Managing Director	09/08/2013	0.1	550	55.00	Trade-On	Email from Chris Parker re work requirements going forward
Benjamin Robson	Accountant	09/08/2013	0.4	235	94.00	Administration	International Payment to Central Bank of Ireland, attach supporting documents
Benjamin Robson	Accountant	09/08/2013	0.2	235	47.00	Administration	Purchase Order GV: 4 and Correspondence with Kate Brown
Benjamin Robson	Accountant	09/08/2013	0.2	235	47.00	Administration	Request for Water Purchase Order 8
Joan Springgate	Administration	09/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Joan Springgate	Administration	09/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Manushka Flynn	Administrative	09/08/2013	0.1	130	13.00	Employees	Update employee details in MYOB
Eloa Zuardi	Manager 1	09/08/2013	0.6	345	207.00	Trade-On	Phone call out to Kate re cash flow update. Email out subcontractor invoice, Discussions re Telestra change of a/c's.
Eloa Zuardi	Manager 1	09/08/2013	0.6	345	172.50	Trade-On	Obtain info re Hilux rego transfer, Advise GOK re status and leasing payment overdue
Eloa Zuardi	Manager 1	09/08/2013	0.2	345	68.00	Employees	Email to Bronwyn PAYG summary
Eloa Zuardi	Manager 1	09/08/2013	1	345	345.00	Administration	Update cash flow re liquidators costs for upcoming week.
Eloa Zuardi	Manager 1	09/08/2013	0.5	345	172.50	Administration	Email out to Carolyn re payment of Primus Compliance, and authorization from FTI to proceed with spouses.
Eloa Zuardi	Manager 1	09/08/2013	0.5	345	172.50	Administration	Email in from Cameron re Staff Travel request for next week, PO requested.
Eloa Zuardi	Manager 1	09/08/2013	0.2	345	68.00	Administration	Payment of GIGGLE-NEWS INV
Eloa Zuardi	Manager 1	09/08/2013	0.2	345	68.00	Administration	Follow up Carolyn's invoice
Eloa Zuardi	Manager 1	09/08/2013	1.5	345	517.50	Trade-On	Update cash flow figures for WE 09/08/13.
Kelly-Anne Trenfield	Senior Managing Director	09/08/2013	0.1	590	59.00	Trade-On	Review and approve payment
Justin Clarke	Managing Director	11/08/2013	1.0	500.0	500.00	Administration	Media relations and planning around court findings and ASIC announcement and follow on media scrutiny
Andrew Stokes	Director	12/08/2013	4.5	400	1800.00	Administration	Monitoring of media, Responding to Rob Stock re legal verdict, Liaison with John Park and lawyers in responding to Ben Butler article, including drafting up quotes and checking off. Liaising with GINETTE Muller.
Benjamin Robson	Accountant	12/08/2013	0.2	235	47.00	Administration	Correspondence with Irene Cailing regarding Sean Heydock's reimbursement request
Benjamin Robson	Accountant	12/08/2013	0.2	235	47.00	Administration	Telstra Bill reconciliation and invoice payment request
Benjamin Robson	Accountant	12/08/2013	0.3	235	70.50	Administration	Received Juridic CBA cheque, MYOB voucher created supporting documents attached.
Benjamin Robson	Accountant	12/08/2013	0.6	235	141.00	Administration	Consultants Fees Register work, inclusion of Allen's Linklater's invoices and Correspondence with Allen's requesting invoice readdress and Correspondence with Irene Cailing regarding computer share payments.
Brittany Newman	Administration	12/08/2013	0.1	130	13.00	Administration	Mail in from Michael Sandor & Associates - Correspondence re Computershare Investor Services dated 30 July 2013
Christine Alterator	Director 2	12/08/2013	0.2	545	109.00	Administration	Review overseas payment and query amount of voucher with JS
Christine Alterator	Director 2	12/08/2013	0.1	545	54.50	Trade-On	review payment to LMA

Eloa Zuardi	Manager 1	12/08/2013	0.2	345	69.00	Administration	Chq received for LM NZ GST refund - \$689.
Eloa Zuardi	Manager 1	12/08/2013	0.3	345	103.50	Administration	Prepare MYOB voucher to transfer funds to liquidator
Eloa Zuardi	Manager 1	12/08/2013	1.5	345	517.50	Trade-On	Updated Cash flow/SOP
Eloa Zuardi	Manager 1	12/08/2013	0.3	345	103.50	Trade-On	Review active phones under LMM account. Request BJR to update spreadsheet listing nos & employee names
Eloa Zuardi	Manager 1	12/08/2013	0.2	345	69.00	Administration	Email out to Elena re correspondence received today from Bartley Collier, litigation.
Ginette Muller	Senior Managing Director	12/08/2013	1	580	590.00	Administration	Meetings with Kelly, Tretheld and John Corbett regarding general LMM matters.
Glenn O'Keamey	Director 2	12/08/2013	1	545	545.00	Trade-On	Review and draft cash flow/SOP for week end 9th. review accounts online.
Glenn O'Keamey	Director 2	12/08/2013	0.5	545	272.50	Trade-On	Trading payment from accounts. queries Elob regarding trading. call and discussions with Carolyn regarding compliance issues funds
Joan Springate	Administration	12/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Tretheld	Senior Managing Director	12/08/2013	0.1	580	58.00	Administration	Review and approve payment
Renee Lobb	Director 1	12/08/2013	0.3	485	145.50	Assets	Speak with Ginette Muller and Damien Lau regarding investigation work to be done and notification to be made to Blue Broking following judgement.
Renee Lobb	Director 1	12/08/2013	0.1	485	45.50	Trade-On	Review and respond to advise query regarding early redemption requests.
Renee Lobb	Director 1	12/08/2013	0.7	485	335.50	Administration	Review media coverage. Save to file.
Renee Lobb	Director 1	12/08/2013	0.5	485	242.50	Assets	Draft notification to insurer and send to Ginette Muller.
Renee Lobb	Director 1	12/08/2013	0.2	485	97.00	Trade-On	Review and respond to email regarding timing of tax statement issuance.
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to LMA for trading costs w/e 16/8/13
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Email from Kelly-Joe Uocatta re FEG claim, provide information as requested
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Receipt - check supporting documentation and coding of receipt voucher, approve in MYOB - WorkCover refund
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Review & approve PO for office supplies
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Review & approve PO for office supplies
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Response to Glouis re FEG claims
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Review & complete account application form for Corporate Traveller
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Emails to BJR re Sean Haydock expense claim
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Email from EBZ re FEG claim forms & respond to same
Sally McBryde	Managing Director	12/08/2013	0.5	550	275.00	Trade-On	Review cash flow for weekly payment to liquidator, discuss items with EBZ, approve payment
Sally McBryde	Managing Director	12/08/2013	0.1	550	55.00	Trade-On	Review Carolyn Hodge weekly invoice
Sally McBryde	Managing Director	12/08/2013	0.2	550	110.00	Trade-On	Review organisation chart & current employee listing send to KAT
Brittany Newman	Administration	12/08/2013	0.3	130	39.00	Administration	Search alternate address for Andrew Petrik - 8973r10 returned to sender + prepare 8973r102
Brittany Newman	Administration	12/08/2013	0.2	130	26.00	Administration	Order through ABR Form 524 - Presentation Of Accounts & Statement (Document #7E5589165) for Fiona Draney, charge to 8974
Brittany Newman	Administration	12/08/2013	0.1	130	13.00	Administration	Mail in from Macquarie Telecom - Tax invoice #638876
Brittany Newman	Administration	12/08/2013	0.1	130	13.00	Administration	Mail in from Macquarie Telecom - Reminder Notice - Overdue Account 127011 - \$190.18
Brittany Newman	Administration	12/08/2013	0.3	130	39.00	Administration	Returned Post - 8973r10 to Andrew Scott King. Prepare 8973r103. Email 8973r10 to sking@reprints.com
Eloa Zuardi	Manager 1	12/08/2013	1	345	345.00	Trade-On	Various emails in/phone calls re Cameron's travel schedule for this Wed. Discussions re new a/c to be opened for Corp Travel. Email to Anria from Corp. Travel. Advise RFZ of travel request.
Eloa Zuardi	Manager 1	12/08/2013	0.2	345	69.00	Trade-On	Water purchase order.
Eloa Zuardi	Manager 1	12/08/2013	0.2	345	69.00	Employees	Advise Katherine FEG claim forms lodged
Eloa Zuardi	Manager 1	12/08/2013	1.5	345	517.50	Trade-On	Updated Cash flow/SOP
Eloa Zuardi	Manager 1	12/08/2013	0.2	345	69.00	Trade-On	Payment to Circle News
Eloa Zuardi	Manager 1	12/08/2013	0.3	345	103.50	Administration	Phone call in from JS re payment to The LM Australian Units Fund and "Invalid Account" message. I advised James/Mike from The Central Bank of Ireland to confirm details

Eloa Zuardi	Manager 1	12/08/2013	0.2	345	69.00	Administration	Follow up approval re Outstanding invoices for regulatory services provided in Singapore.
Eloa Zuardi	Manager 1	12/08/2013	0.2	345	69.00	Employees	Carolyn's invoice, email to John/Fran
Glenn O'Keamey	Director 2	12/08/2013	1	545	545.00	Trade-On	Review and draft cash flow/SOP for week end 9/8. review accounts online. trading payment VA period, approvals etc.
Glenn O'Keamey	Director 2	12/08/2013	0.3	545	163.50	Trade-On	Review updated LMF va period numbers, redraft invoice and issue to LM.
Benjamin Robson	Accountant	12/08/2013	0.2	235	47.00	Administration	Purchase Order CVI: 007
Benjamin Robson	Accountant	12/08/2013	0.2	235	47.00	Administration	Cor L. Malden at Grace Records regarding Outstanding invoices
Benjamin Robson	Accountant	12/08/2013	0.4	235	94.00	Administration	Grace records Purchase Order and register reconciliation. Correspondence with Lara Walden regarding outstanding payments not matching approved amounts
Christine Alterator	Director 2	12/08/2013	0.2	545	109.00	Trade-On	review payments
Joan Springate	Administration	12/08/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt
Joan Springate	Administration	12/08/2013	0.1	130	13.00	Trade-On	Bank Rec
Kelly-Anne Trentfield	Senior Managing Director	12/08/2013	0.1	580	59.00	Trade-On	Review and approve payment
Benjamin Robson	Accountant	13/08/2013	0.2	235	47.00	Administration	Transfer funds to MFF to cover bank fees
Christine Alterator	Director 2	13/08/2013	0.5	545	272.50	Administration	Review emails in regarding IT system and layout and discuss access issues moving forward and physical B&R
Christine Alterator	Director 2	13/08/2013	0.5	545	272.50	Administration	Phone Call to Ben Fisher regarding IT access and email out to Patrick Ma
Christine Alterator	Director 2	13/08/2013	0.6	545	327.00	Administration	Phone Call with Patrick regarding imaging of IT systems for future use
Eloa Zuardi	Manager 1	13/08/2013	0.2	345	69.00	Trade-On	Email out to GOK re Telstra accounts in name of LM/MI.
Kelly-Anne Trentfield	Senior Managing Director	13/08/2013	1.4	590	826.00	Administration	CMA re access to IT system; JDC re handover Review, pdf and email IT plan and re details to DLC, BDO and MCNREZ re controllership appointments Discuss with GOK re indemnity claim
Renee Lobb	Director 1	13/08/2013	0.4	485	194.00	Trade-On	Responding to Investor enquiries regarding liquidation.
Renee Lobb	Director 1	13/08/2013	0.3	485	145.50	Trade-On	Catch up with Shauna at LM investment Management Ltd regarding database and send email requesting updates from returned mail.
Sally McByrde	Managing Director	13/08/2013	0.1	550	55.00	Trade-On	Email from Chris Phillips re role being redundant, respond to same
Sally McByrde	Managing Director	13/08/2013	0.2	550	110.00	Trade-On	Review leave of this payroll period
Sally McByrde	Managing Director	13/08/2013	0.2	550	110.00	Trade-On	Review wages & discuss timing of same due to Brisbane public holiday
Sally McByrde	Managing Director	13/08/2013	0.1	550	55.00	Trade-On	Email from John Corbett re staffing requirements of FX staff/departments
Brittany Newman	Administration	13/08/2013	0.1	130	13.00	Administration	Mail in from TNT Express - Tax Invoice #41519731
Eloa Zuardi	Manager 1	13/08/2013	0.3	345	103.50	Administration	Review bank statements for payments made. Advise Irene re LMA Staff Expenses paid WK 09.07.13
Eloa Zuardi	Manager 1	13/08/2013	1	345	345.00	Employees	Various emails/phone calls to Kate from Cloutis & Maribel from LM re wages payment for this week. Request ABA file from Maribel today. Advise Kate re transfer of funds to liquidator.
Eloa Zuardi	Manager 1	13/08/2013	1	345	345.00	Administration	Review various MYOB vouchers re transfers/payments/receipts last week.
Joan Springate	Administration	13/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Andrew Stokes	Director	14/08/2013	0.5	400	200.00	Administration	Review of morning clippings; monitoring situation with John Park.
Benjamin Robson	Accountant	14/08/2013	0.2	235	47.00	Administration	Follow up request of payment to P. Drake
Benjamin Robson	Accountant	14/08/2013	0.5	235	117.50	Administration	Correspondence with TNT regarding outstanding invoices. Review of invoices for filing and review of invoices for payment
Christine Alterator	Director 2	14/08/2013	0.4	545	218.00	Administration	Discussion with GOK and emails out to Ben and Patrick regarding IT system
Eloa Zuardi	Manager 1	14/08/2013	1	345	345.00	Administration	Email and phone call re Telstra transfer of lessee to Liquidators, lodge forms with Telstra. Request BJR to update phones for staff mobiles active
Eloa Zuardi	Manager 1	14/08/2013	0.5	345	172.50	Administration	Review bank statement, prepare MYOB vouchers and Advise Eunice re Outstanding invoices for regulatory services provided in Singapore
Eloa Zuardi	Manager 1	14/08/2013	0.3	345	103.50	Administration	Review bank statement and advise Maribel re Chq received returned for LM NZ GST refund - \$699.
Glenn O'Keamey	Director 2	14/08/2013	0.2	545	108.00	Trade-On	Liaise with Eloa regarding trading issues/funding etc. review and approve myob payments. review online accounts for deposits.

Glenn O'Kearney	Director 2	14/08/2013	1	545	545.00	Trade-On	Discussions with Sally and Christine regarding ongoing operations/record management etc. attend/cash flows etc.
Sally McBryde	Managing Director	14/08/2013	4.5	550	2475.00	Trade-On	Attend premises, discussions with John Corbett re outcome of judgement, meet with staff to advise & discuss.
Sally McBryde	Managing Director	14/08/2013	0.1	550	55.00	Trade-On	Discussion with EBZ re telephone line requirements going forward
Eloa Zuari	Manager 1	14/08/2013	0.3	345	103.50	Trade-On	Discussion with EBZ re consultants invoices
Eloa Zuari	Manager 1	14/08/2013	0.2	345	69.00	Administration	Email out re subcontractors invoices
Eloa Zuari	Manager 1	14/08/2013	0.2	345	69.00	Administration	Email out outstanding invoices to be paid for Corporate Traveller.
Benjamin Robson	Accountant	14/08/2013	0.3	235	70.50	Administration	Email out to Carolyn re returned cheque from ASIC. Post again to LM PO Box
Benjamin Robson	Accountant	14/08/2013	0.2	235	47.00	Administration	Follow up re issue of invoices from multiple suppliers regarding appointment of Liquidators
Brittany Newman	Administration	14/08/2013	0.1	130	13.00	Administration	Correspondence with Robert Wareham and Carol Kemp
Brittany Newman	Administration	14/08/2013	0.2	130	26.00	Administration	Returned Post - CHQ \$37 to Carolyn Hodge
Brittany Newman	Administration	14/08/2013	0.1	130	13.00	Administration	Add & Update Lisa Maree D'Arvy POD in MYOB
Brittany Newman	Administration	14/08/2013	0.8	130	104.00	Administration	Mail out to Carolyn Hodge - CHQ \$37
Andrew Stokes	Director	15/08/2013	2	400	800.00	Administration	Filing
Benjamin Robson	Accountant	15/08/2013	0.2	235	47.00	Administration	Discussion with Shane Murphy regarding corporate affairs, Judges orders and liaison with client.
Benjamin Robson	Accountant	15/08/2013	0.5	235	117.50	Administration	Review of MYOB payment vouchers
Eloa Zuari	Manager 1	15/08/2013	0.5	345	172.50	Administration	Consultants Fee Register updates. Inclusion of KWM Invoice and CLUTZ reconciliation
Eloa Zuari	Manager 1	15/08/2013	0.2	345	69.00	Administration	Advise James from The LM Australian Units Fund re overseas payment bounced back
Glenn O'Kearney	Director 2	15/08/2013	2	545	1080.00	Trade-On	MYOB Entry done for 8973 \$1,200 cheque deposited on 17/07/13
Joan Springale	Administration	15/08/2013	0.3	130	39.00	Trade-On	Follow up operational costs and loan fees etc, from FMIF - discuss with Eloa, further amendments to indemnity spread sheet, collate documents into file, not etc Kelly with update.
Renee Lobb	Director 1	15/08/2013	1.1	485	533.50	Assets	Discuss operational issues with Sally regarding staff etc, note from Kate brown regarding trading/operational costs, note to Eloa, review note regarding ongoing complain re issues c Hodge, discussions with Sally and Eloa regarding operational issues.
Renee Lobb	Director 1	15/08/2013	0.1	485	48.50	Assets	Setting up Online payment & posting payment
Renee Lobb	Director 1	15/08/2013	0.3	485	145.50	Assets	Meeting with Mark Waller and Chris Erfurt as well as Ginevieve Muller regarding insurance actions and avenues to seek funds, Discuss information required and potential impact of Austcorp proceedings.
Renee Lobb	Director 1	15/08/2013	0.2	485	97.00	Administration	Call and leave message for Andrew at Blue Braking regarding obtaining copy of insurance notification following on from Scarlett Pimpama article.
Sally McBryde	Managing Director	15/08/2013	0.3	485	145.50	Assets	Speak with Andrea regarding insurance notification, Find and review Scarlett Pimpama article and send to Andrea.
Sally McBryde	Managing Director	15/08/2013	0.1	550	55.00	Trade-On	Review and save to file media coverage.
Sally McBryde	Managing Director	15/08/2013	0.2	550	110.00	Trade-On	Discussions via email with SAM, GOK and LM Investment Management Ltd regarding insurance payments being up to date. Also discuss with LM Investment Management Ltd payment of worldwide invoice for 601NC notice.
Sally McBryde	Managing Director	15/08/2013	0.1	550	55.00	Trade-On	Email from Clouts enclosing trading costs reconciliation, review for reasonableness
Sally McBryde	Managing Director	15/08/2013	0.1	550	55.00	Trade-On	Review & sign Separation Certificate for Birgit Zarmitt
Sally McBryde	Managing Director	15/08/2013	0.2	550	110.00	Trade-On	Discussions re reconciliation of trading costs by liquidator, trading issues, employee terminations
Sally McBryde	Managing Director	15/08/2013	0.1	550	55.00	Trade-On	Discussions with EBZ re telephone services and redundancies of FX team members
Sally McBryde	Managing Director	15/08/2013	0.3	550	165.00	Trade-On	Email from EBZ re insurance policies for P&E & corporate
Sally McBryde	Managing Director	15/08/2013	0.3	550	165.00	Trade-On	Discussions with John Corbett re consultants, email EBZ re consultant invoices, draft email to consultants re work required going forward

Sally McBoyle	Managing Director	15/08/2013	0.6	560	330.00	Trade-On	Call from Carolyn Hodge re compliance work going forward, email from Carolyn re current & proposed work, consider email & response to same Advise Heyley re TNT invoices received billed under the administrators account for services provided post 26 July 2013.
Eloa Zuardi	Manager 1	15/08/2013	0.2	345	68.00	Trade-On	Follow up Ian Niccol from McGRATHNICOL re FMIF Payment Batches - batches still to be authorized - \$354,673.
Eloa Zuardi	Manager 1	15/08/2013	0.3	345	109.50	Administration	Email Kate TNT contact
Eloa Zuardi	Manager 1	15/08/2013	0.1	345	34.50	Administration	Various discussions email/phone call with Kate from Clouits re reconciliation based on pro rata calculation for costs incurred from 26 July 2013 to 9 August 2013.
Eloa Zuardi	Manager 1	15/08/2013	1	345	345.00	Administration	Email to Clouits re insurance cancellation
Eloa Zuardi	Manager 1	15/08/2013	0.2	345	68.00	Administration	Advise SAM re Michelle Ballard's invoice
Eloa Zuardi	Manager 1	15/08/2013	0.1	345	34.50	Administration	Email in from Matthew from OSR re Payroll Tax assessment June and July 2013. Advise figures provided and calculation of days. Discussion re amended assessment. Contact Maribel for wages for period, review info provided by Maribel and advise amendments required.
Eloa Zuardi	Manager 1	15/08/2013	1	345	345.00	Administration	Separation Certificate Birgit Zammit
Benjamin Robson	Accountant	15/08/2013	0.3	235	70.50	Employees	Setting up Online payment & posting payment
Joan Springate	Administration	15/08/2013	0.3	130	39.00	Trade-On	Review payment to Newsagency
Christine Alterator	Director 2	15/08/2013	0.1	545	54.50	Trade-On	Mail in from QIEC-Super Pty Ltd - Correspondence; Employer Record of Contributions
Brittany Newman	Administration	15/08/2013	0.1	130	13.00	Administration	Amend POD in MYOB - Lisa Maree D'Arcy
Brittany Newman	Administration	15/08/2013	0.2	130	26.00	Administration	Filing
Brittany Newman	Administration	15/08/2013	0.3	130	39.00	Administration	Mail out to Maribel Bell - Employment Separation Certificate, Birgit Zammit
Benjamin Robson	Accountant	15/08/2013	0.4	130	13.00	Administration	Consultants Fee Register update
Benjamin Robson	Accountant	16/08/2013	0.3	235	70.50	Administration	Computer Share invoice payment confirmation, update fee register
Benjamin Robson	Accountant	16/08/2013	0.2	235	47.00	Administration	Respond to email from Patrick and update KAT
Christine Alterator	Director 2	16/08/2013	0.3	545	163.50	Administration	Receipt voucher & posting receipt
Joan Springate	Administration	16/08/2013	0.1	130	13.00	Trade-On	Emails in Ryan Zogdrager on operational matters
John Park	Senior Managing Director	16/08/2013	0.2	590	118.00	Administration	Review Strategic Communications media release draft and Ginette Muller edit/ File same.
Renee Lobb	Director 1	16/08/2013	0.2	485	97.00	Administration	Review FTI PI notification form. Complete same and send to GDM for signing with accompanying file note. Call and leave msg for Andrea at Blue Broking regarding potential claim notification process for LM Investment Management Ltd Insurance policies.
Renee Lobb	Director 1	16/08/2013	0.4	485	194.00	Assets	Responding to investor and adviser queries.
Renee Lobb	Director 1	16/08/2013	0.2	485	97.00	Trade-On	Email in from Kate re reconciliation costs/accounts up until 9 August 2013. Review figures for reasonableness.
Eloa Zuardi	Manager 1	16/08/2013	1	345	345.00	Administration	Various emails re FMIF Payment Batches - batches still to be authorized - \$354,673.
Eloa Zuardi	Manager 1	16/08/2013	0.5	345	172.50	Administration	Various discussions re insurance to be cancelled. Review all insurance policies and prepare summary recommending cancellation of policies not required re LMA trading activities
Eloa Zuardi	Manager 1	16/08/2013	2	345	690.00	Administration	Prepare breakdown of wages and super as requested for payroll tax purposes. Email SAM reports and summary to be provided to OSR
Eloa Zuardi	Manager 1	16/08/2013	1	345	345.00	Administration	Correspondence QIEC
Eloa Zuardi	Manager 1	16/08/2013	0.2	345	69.00	Administration	Returned Post - FEG Claim for Caela Moss
Brittany Newman	Administration	16/08/2013	0.1	130	13.00	Administration	

Brittany Newman	Administration	19/08/2013	0.1	130	13.00	Administration	Mall in from Hayley Seblin, LM - Invoices from LM Accounts; Jeans for Genes, Endeavour Counties & PKF Chartered Accountants
Andrew Stokes	Director	19/08/2013	1	400	400.00	Administration	Monitoring LM coverage and updating on court.
Benjamin Robson	Accountant	19/08/2013	0.6	235	141.00	Administration	KWM statement reviewed, outstanding amounts pulled from register and forwarded to Lauren Morecombe for each invoice
Benjamin Robson	Accountant	19/08/2013	1.3	235	305.50	Administration	Payment of King & Wood Mallesons LMM Corporate portions. Portion being 1/3, MYOB Vouchers created and supporting documents attached.
Brittany Newman	Administration	19/08/2013	0.1	130	13.00	Trade-On	Mall in from Australian Bureau of Statistics - Economic Activity Statement 2012-13
Brittany Newman	Administration	19/08/2013	0.2	130	26.00	Administration	LEA DEVELOPMENTS PTY LTD Company Search for Fiona Draney
Christine Alterator	Director 2	19/08/2013	0.4	545	218.00	Administration	Return Phone Call to Peter regarding ASIC notice; email out to Fran regarding current ASIC notice
Eloa Zuardi	Manager 1	19/08/2013	1.5	345	517.50	Trade-On	Update cash flow figures and SOP. Review bank accounts and cash available
Eloa Zuardi	Manager 1	19/08/2013	0.3	345	103.50	Administration	Discuss with Carolyn Hodge outstanding invoices for FOS membership for: 10589
Eloa Zuardi	Manager 1	19/08/2013	0.1	345	34.50	Administration	Request for company search: Resort Corp file
Eloa Zuardi	Manager 1	19/08/2013	0.2	345	69.00	Administration	Correspondence re Chiq received for LM NZ GST refund - Advise James re outstanding invoice to The LM Australian Units Fund, incorrect bank account provided. Request confirmation of bank details.
Eloa Zuardi	Manager 1	19/08/2013	0.3	345	103.50	Trade-On	Discussions with John C and Carolyn regarding compliance meeting/issues, review agenda /emails etc.
Glenn O'Keamey	Director 2	19/08/2013	0.3	545	163.50	Trade-On	
Kelly-Anne Trenfield	Senior Managing Director	19/08/2013	0.4	589	236.00	Administration	Email from and response to Fran Muller re MIFCMA re ASIC notices; B&R handover Email/mail in
Renee Lobb	Director 1	19/08/2013	0.3	485	145.50	Trade-On	Responding to numerous investor queries regarding future distributions.
Renee Lobb	Director 1	19/08/2013	0.1	485	48.50	Trade-On	Send database updates to LM Investment Management Ltd staff.
Renee Lobb	Director 1	19/08/2013	0.5	485	242.50	Trade-On	Responding to investor and adviser queries.
Renee Lobb	Director 1	19/08/2013	0.1	485	48.50	Administration	Respond to enquiry from Andrew Sikes regarding court orders.
Renee Lobb	Director 1	19/08/2013	0.4	485	194.00	Trade-On	Responding to investor and adviser queries concerning tax statements, distribution updates and account transfers; send further database updates to LM Investment Management Ltd staff for accounting.
Renee Lobb	Director 1	19/08/2013	0.4	485	194.00	Assets	Speak with Chits at Clayton Utz regarding progress and insurance matters. Follow up Andrea also regarding notification copy. Review and file Andrea's response.
Renee Lobb	Director 1	19/08/2013	0.5	485	242.50	Trade-On	Take two back to back investor calls; provide update on litigation and explain why no updates issued recently pending orders etc.
Stuart Clancy	Manager 1	19/08/2013	0.1	345	34.50	Trade-On	Mall to MHA regarding confirmation of payment of invoice and organise invoice to be paid
Benjamin Robson	Accountant	19/08/2013	0.2	235	47.00	Administration	Phone call to Endeavour Counties request regarding address and update of all outstanding invoices
Eloa Zuardi	Manager 1	19/08/2013	1.5	345	517.50	Trade-On	Update cash flow figures and SOP. Review bank accounts and cash available
Eloa Zuardi	Manager 1	19/08/2013	0.5	345	172.50	Administration	Email out to Andrea from Blue Broking re insurance cancellation.
Eloa Zuardi	Manager 1	19/08/2013	0.6	346	207.00	Trade-On	LMA Purchase Order Register - Update
Eloa Zuardi	Manager 1	19/08/2013	0.5	345	172.50	Administration	Phone call in from Kate from Clouts re Employee Entitlements - Annual Leave and FEG claims.
Eloa Zuardi	Manager 1	19/08/2013	0.5	345	172.50	Administration	Review Super from 26.6. to 26.7.13 judgement advised by Maribel, Email out advising amendments required.
Brittany Newman	Administration	19/08/2013	0.1	130	13.00	Administration	Update Leanne Toy (Employee) address in MYOB
Joan Springate	Administration	19/08/2013	0.1	130	13.00	Trade-On	Receipt voucher & posting receipt

Benjamin Robson	Accountant	20/08/2013	0.4	235	94.00	Administration	Review of payment and receipt vouchers for filing, check MYOB for processing of payments
Benjamin Robson	Accountant	20/08/2013	0.2	235	47.00	Administration	ASIC fees invoice review and send to Irene
Christine Altarator	Director 2	20/08/2013	0.3	545	163.50	Trade-On	Review Electronic Funds Transfer payments and download source documents from MYOB
Glenn O'Kearney	Director 2	20/08/2013	0.2	545	109.00	Trade-On	Review compliance committee report
Joan Springgate	Administration	20/08/2013	0.3	130	99.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	20/08/2013	0.1	560	59.00	Administration	Review and approve payment
Renee Lobb	Director 1	20/08/2013	0.3	485	145.50	Trade-On	Review emails from Investors and Ginette Muller Email Shauna to confirm to investor regarding commission redirections. Respond to investor to confirm investors are not required to submit PODS.
Renee Lobb	Director 1	20/08/2013	0.5	485	242.50	Trade-On	Review and respond to investor and advisor queries with one regarding Wholesale First Mortgage Income Fund distribution timing and amount.
Renee Lobb	Director 1	20/08/2013	0.3	485	145.50	Administration	Review and respond to investor email. Also send database updates to LM investment Management Ltd staff for actioning.
Renee Lobb	Director 1	20/08/2013	0.2	485	97.00	Administration	Request update on tax and transaction statements for fund distributions from Steve Hannan.
Renee Lobb	Director 1	20/08/2013	0.3	485	145.50	Trade-On	Review email from Steve with update on tax and distribution statements, Send email to Lauren Morcom requesting update.
Renee Lobb	Director 1	20/08/2013	0.3	485	145.50	Trade-On	Responding to investor and adviser queries.
Sally McBryde	Managing Director	20/08/2013	0.1	550	55.00	Trade-On	Review invoice from Carolyn Hodge and breakdown of work undertaken
Sally McBryde	Managing Director	20/08/2013	0.3	550	165.00	Trade-On	Review email from EBZ re insurance policies and providing LMA policies to liquidator, review current policies and what needs to be retained by LMIM
Sally McBryde	Managing Director	20/08/2013	0.5	550	275.00	Trade-On	Reviewing leave for admin period, responding to query from EBZ re leave for liquidator
Sally McBryde	Managing Director	20/08/2013	0.2	550	110.00	Trade-On	Reviewing wages and super calculation for June & July for payroll tax calculation purposes, approve for calculation
Sally McBryde	Managing Director	20/08/2013	0.1	550	55.00	Trade-On	Various emails from Carolyn Hodge re compliance work going forward
Benjamin Robson	Accountant	20/08/2013	0.5	235	117.50	Administration	Follow up on purchase order register outstanding invoices and payments, email and phone Correspondence with Hayley Serbin, Matthew Ayre, Eboa Zuard
Benjamin Robson	Accountant	20/08/2013	1	235	235.00	Administration	Call to suppliers regarding outstanding invoices including Aizer, Robina Cleaning Services, Australia Post. Updates to Purchase Order register. Correspondence with Hayley Serbin, Matthew Ayre and Irene Calling
Eloa Zuardi	Manager 1	20/08/2013	0.3	345	103.50	Administration	Instinct BJR to follow up refund re bond payment for Macquarie Telecom. Advise re invoice receive to date.
Eloa Zuardi	Manager 1	20/08/2013	0.3	345	103.50	Administration	Follow up Zoran re expenses to be refunded by funds
Eloa Zuardi	Manager 1	20/08/2013	0.5	345	172.50	Administration	Advise Matthew from Payroll Tax QLD - OSR re wages paid from 25 June 2013 - 30 June 2013, then from 1 July 2013 - 25 July 2013. Request re-assessment
Eloa Zuardi	Manager 1	20/08/2013	0.5	345	172.50	Administration	Email in from SAM re insurance cancellation. Confirm with SAC if LMIM owns any equipment & machinery.
Eloa Zuardi	Manager 1	20/08/2013	0.5	345	172.50	Administration	Email out to BJR re Request - Temp cleaner. Advise re various suppliers not received invoices and outstanding payments.
Eloa Zuardi	Manager 1	20/08/2013	0.5	345	172.50	Administration	Discussions with SAM re employee entitlements to be paid VA period and FEG advances to be received.
Brittany Newman	Administration	20/08/2013	0.1	130	13.00	Administration	Mail in from ATO - Correspondence; Confirmation of revised activity statement for the period 01/04/2013 - 30/06/2013.
Joan Springgate	Administration	20/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment

Benjamin Robson	Accountant	21/08/2013			236	164.50	Administration.	Consultants fee register update - inclusion of CLUTZ invoice 3776900. Calculation of fund apportionment, draft email to S Tickner and F Mulder requesting payment and send for review
Christine Alterator	Director 2	21/08/2013	0.7		545	54.50	Trade-On	Respond to email from KAT regarding Fran's final day
Eloa Zuardi	Manager 1	21/08/2013	0.1		346	69.00	Administration	Amendments on letter to Bartley Cohen Litigation
Eloa Zuardi	Manager 1	21/08/2013	0.2		346	172.50	Trade-On	Review various suppliers payments.
Glenn O'Kearney	Director 2	21/08/2013	0.5		545	54.50	Trade-On	Note from Kelly regarding ongoing ops; reply.
Glenn O'Kearney	Director 2	21/08/2013	0.1		545	163.50	Trade-On	Review consultants invoices in note from Sally regarding employee costs to be funded and FE plans form LMIM. reply, note to Carolyn regarding compliance mtg.
Renee Lobb	Director 1	21/08/2013	0.3		485	485.00	Trade-On	Speak with Lauren Morcom after review of emails from Steve Hamman regarding transaction and tax statements. Discuss issues in using FTI mail account as well as process for purchase orders. Send Steve email advising of outcome. Review emails and send to Ghette Muller copy of Letter to ASIC. Also Review and forward on interim invoice from Clayton Utz to GOK.
Sally McBryde	Managing Director	21/08/2013	0.5		550	275.00	Trade-On	Call from David Clout re Carolyn Hodge's role going forward, call to John Corbett to discuss further, discuss employees made redundant & consultant's roles going forward
Sally McBryde	Managing Director	21/08/2013	3		550	1650.00	Trade-On	Call from Kate of Clouts, discuss employee entitlements issues, leave payments for admin period, dead of advance & FEG claims update, review FEG Act, email to EBZ for update, review leave for admin period, review emails from Mallesons & Deed, email queries to Mallesons re Deed & FEG Act
Sally McBryde	Managing Director	21/08/2013	0.1		550	55.00	Trade-On	Email from BJR re valuation of vehicle, review emails & approve to provide to liquidator
Sally McBryde	Managing Director	21/08/2013	0.5		550	275.00	Trade-On	Follow up various emails, phone calls and discussions regarding administration
Sally McBryde	Managing Director	21/08/2013	0.1		550	55.00	Trade-On	Email re no further funding of liquidators costs
Eloa Zuardi	Manager 1	21/08/2013	0.5		345	172.50	Administration.	Obtain info and advise Andre from Blue Broking re pre app insurance policy for property 20 Albatross Ave
Benjamin Robson	Accountant	21/08/2013	0.3		235	70.50	Employees	Correspondence with Sean Haydock regarding valuation for Hilux. Emails to SAM and Sean
Eloa Zuardi	Manager 1	21/08/2013	0.5		345	172.50	Employees	Call and email out to FEG re AL or LSL from date of administration up adm ceased. Confirm re employee entitlements to be paid by Adm/Liquidators. Update received re terminated employees
Eloa Zuardi	Manager 1	21/08/2013	0.5		345	172.50	Administration	Confirm AL taken between 26.7.13 - 8.8.13. Review excel file for AL/LSL for administration period. Advise SAM re discussions with Clouts and Martel info provided.
Brittany Newman	Administration	21/08/2013	0.7		130	91.00	Administration	Review various suppliers payments.
Benjamin Robson	Accountant	22/08/2013	1.5		235	352.50	Administration	Filing
Benjamin Robson	Accountant	22/08/2013	0.2		235	47.00	Administration	Consultant Fee register update, inclusion of Russell's invoices. Draft and final emails regarding Allen's Linklater's invoice and Clayton Utz invoice to Simon Tickner.
Benjamin Robson	Accountant	22/08/2013	0.3		235	70.50	Administration	MYOB payment to TNT Express
Benjamin Robson	Accountant	22/08/2013	0.2		235	47.00	Administration	Correspondence with Australian Bureau of Statistics regarding economic survey request. File note created on events
Benjamin Robson	Accountant	22/08/2013	0.2		235	47.00	Administration	Inclusion: Allen's Linklater's invoice 90631757 into Consultants register, Drafted email to Simon Tickner
Eloa Zuardi	Manager 1	22/08/2013	0.3		345	103.50	Administration	Review various bank vouchers
Glenn O'Kearney	Director 2	22/08/2013	0.3		545	163.50	Trade-On	Discussions with Eloa and Sally regarding entitlement/costs /involving funds etc. review spreadsheet of costs.
Joan Springate	Administration	22/08/2013	0.1		130	13.00	Trade-On.	Receipt voucher & posting receipt

Joan Springgate	Administration	22/08/2013	0.1	130	13.00	Trade-On	Payment voucher & posting payment
Joan Springgate	Administration	22/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Kelly-Anne Trenfield	Senior Managing Director	22/08/2013	0.3	590	177.00	Administration	GOK update Call in from Simon Trecker re release of information to KM re MIF Interactions
Renee Lobb	Director 1	22/08/2013	0.5	485	242.50	Assets	Review Clayton Uz advice on way forward for insurance claims and settlement.
Sally McBryde	Managing Director	22/08/2013	0.1	550	55.00	Trade-On	Request from Clouts re copy of employee termination letter; respond re same to EBZ
Sally McBryde	Managing Director	22/08/2013	0.2	550	110.00	Trade-On	Discussions in relation to accrued leave for employees for VA period & responsibility for payment of same
Eloa Zuardi	Manager 1	22/08/2013	1	345	345.00	Creditors	Email out to James re MSG of invalid ac. Discussions with Central Bank of Ireland re incorrect details. Update info provided. Amendments on MYOB voucher. Email JS re amended payment and request CMA to approve update figures.
Eloa Zuardi	Manager 1	22/08/2013	0.5	345	172.50	Employees	Phone call in from Kate from Clouts and discussions re employee entitlements and payment requested. Advise re FEG claims. Email out initial employee circular advising of our app and disclosing pre app employee entitlements
Eloa Zuardi	Manager 1	22/08/2013	1	345	345.00	Trade-On	Advise BJR re change of customer form lodged with Telexra to transfer over to the liquidators. Update on various phone lines/mobiles transferred and cancellations requested.
Eloa Zuardi	Manager 1	22/08/2013	0.3	345	103.50	Administration	Review various bank vouchers
Brittany Newman	Administration	22/08/2013	0.1	130	13.00	Administration	Amend Payment voucher in MYOB - Transaction ID 455630
Glenn O'Kearney	Director 2	22/08/2013	0.1	545	54.50	Trade-On	Review and approve LMA va costs. note to Elob regarding LMA va cost reconciliation.
Benjamin Robson	Accountant	23/08/2013	0.5	235	117.50	Administration	Review of payment request and receipt vouchers for filing. Update Consultants fee register with payments made from LMM account
Brittany Newman	Administration	23/08/2013	0.1	130	13.00	Administration	Mail in from LM Investment Management Ltd - Invoice from Trust Company
Christine Alterator	Director 2	23/08/2013	0.4	545	218.00	Administration	Review work performed by JDF on Director's emails; instructions to draft letter to ASIC; review draft letter and spreadsheet and email to Peter at Norton Rose
Christine Alterator	Director 2	23/08/2013	0.4	545	218.00	Administration	Review information in data room for ASIC notice on accounting systems; email Peter at Norton Rose
Kelly-Anne Trenfield	Senior Managing Director	23/08/2013	0.2	590	118.00	Administration	GDM update re MIF/MIF funding/orders
Renee Lobb	Director 1	23/08/2013	0.1	485	48.50	Trade-On	Send email to LM Investment Management Ltd staff to attend to response.
Renee Lobb	Director 1	23/08/2013	1.5	485	776.00	Trade-On	Draft circular to investors summarizing court proceedings and roles going forward. Send to Ginette Muller and John Corbett for review and additional comments.
Eloa Zuardi	Manager 1	23/08/2013	1	345	345.00	Employees	July super on file lodgement paperwork received from Maribel; Review, request amendments. Prepare payment vouchers
Eloa Zuardi	Manager 1	23/08/2013	0.2	345	69.00	Creditors	Email and phone call to JS re International Transferor payment Bank of Ireland
Eloa Zuardi	Manager 1	23/08/2013	0.5	345	172.50	Creditors	Email in from Eunice re Outstanding Invoices for regulatory services provided in Singapore. Verify payments made to date and advise re pre app debt and payments allocated to incorrect invoices. Advise invoices to be allocated and update on remaining debt
Eloa Zuardi	Manager 1	23/08/2013	0.3	345	103.50	Employees	Returned super choice cheque \$464.60 for ex-employee Bronwyn Kingston. Email to Maribel re super details update
Eloa Zuardi	Manager 1	23/08/2013	0.2	345	69.00	Administration	Email in re ASIC invoices. Email out to Floria and request project name for each fund
Brittany Newman	Administration	23/08/2013	0.1	130	13.00	Administration	Mail in from Lloyds Auctioneers & Valuors Pty Ltd - Tax Invoice #0998AW & Valuation Report
Brittany Newman	Administration	23/08/2013	0.1	130	13.00	Administration	Mail in from Maribel Bell, LM Investment Management Ltd - Correspondence from Asgard re Bronwyn Kingston Super Payment + CHQ \$464.60 + enter in CHQ register
Joan Springgate	Administration	23/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment

Kelly-Anne Trenfield	Sanitor/Managing Director	25/08/2013	0.2	590	118.00	Administration	Review Russell's discussion paper
Christine Alterator	Director 2	26/08/2013	0.9	546	490.50	Administration	Draft letter to ASIC, finalise and arrange for JRP to sign, see CSW regarding USB for ASIC; CH regarding delivery required; review and respond to email from Peter at Norton Rose
Eloa Zuardi	Manager 1	26/08/2013	1.5	345	517.50	Administration	Update cash flow and security position
Eloa Zuardi	Manager 1	26/08/2013	0.3	345	103.50	Administration	Advise re various ASIC invoices received and request additional information
Eloa Zuardi	Manager 1	26/08/2013	0.6	345	207.00	Employees	Phone call and email in from FEG re Employee Michael Steggs claim.. review employee entitlements and request contract from Maribel. Check against docs provided to FEG. Advise SAM re entity listed on employment agreement.
Kelly-Anne Trenfield	Senior Managing Director	26/08/2013	1.5	590	885.00	Administration	Meeting with Russell's re strategy going forward and discussion of indemnity issues re MIF/MFP and various legal claims
Kelly-Anne Trenfield	Senior Managing Director	26/08/2013	0.5	590	295.00	Administration	GOK re funding SOP re counsel Emails in re actions of Whyte re transfer of MIF Emails from Russell's re counsel invoices; forward to GOK re MIF
Kelly-Anne Trenfield	Senior Managing Director	26/08/2013	0.1	590	59.00	Trade-On	Review and approve payment
Renee Lobb	Director 1	26/08/2013	0.7	485	339.50	Trade-On	Take two investor calls. Update on status of distributions, tax statement timing and where to from here: Review Court order and advise GDM will not post on website till stamped order received.
Renee Lobb	Director 1	26/08/2013	0.2	485	97.00	Administration	Review numerous emails and proposed amendments to media release on court orders.
Renee Lobb	Director 1	26/08/2013	0.3	485	145.50	Trade-On	Review email from Simon Tickner regarding BDO role enforced on staff and RFZ response to same.
Sally McByde	Managing Director	26/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment - July super
Sally McByde	Managing Director	26/08/2013	0.5	550	275.00	Trade-On	Review PAYG Summaries for employees for VA period, review leave entitlements, email to EBZ re payment of same, review & consider response
Sally McByde	Managing Director	26/08/2013	0.2	550	110.00	Employees	Email from EBZ re FEG claim from Michael Steggs of NZ office, review employment contract and other background information, respond to EBZ re same
Eloa Zuardi	Manager 1	26/08/2013	1.5	345	517.50	Administration	Update cash flow and security position
Eloa Zuardi	Manager 1	26/08/2013	0.3	345	103.50	Employees	Return phone call to Hayley re annual leave to be paid for VA period. Advise we are waiting funds from MIF and McGrath Nicol to authorise payment.
Eloa Zuardi	Manager 1	26/08/2013	0.2	345	69.00	Employees	PAYG summaries received for July
Benjamin Robson	Accountant	26/08/2013	0.3	235	70.50	Administration	Follow up Irene Gilling regarding payment register, follow up J Cutts regarding outstanding Grace invoices
Benjamin Robson	Accountant	26/08/2013	0.2	235	47.00	Administration	Correspondence with Lloyds Auctions regarding payment of invoice for valuation services
Benjamin Robson	Accountant	26/08/2013	0.3	235	70.50	Administration	Update Purchase Order register with payments made by funds to Corporate traveller
Christine Alterator	Director 2	26/08/2013	0.1	545	54.50	Trade-On	review Electronic Funds Transfer to TNT
Joan Springate	Administration	26/08/2013	0.1	130	13.00	Trade-On	Bank Rec
Benjamin Robson	Accountant	27/08/2013	0.3	235	70.50	Administration	Payment of invoice to Mick Byrnes
Eloa Zuardi	Manager 1	27/08/2013	1.5	345	517.50	Administration	Various discussions re payment of the invoice re FOS outstanding fees to avoid any issues in our membership of FOS: review LMM licence agreement. Phone call out to FOS. Phone call to confirm investor names/funds to Sharon and Carolyn. Prepare file note with recommendation.
Eloa Zuardi	Manager 1	27/08/2013	0.2	345	69.00	Administration	Email to Irene ASIC invoice to be paid from AF.
Eloa Zuardi	Manager 1	27/08/2013	0.5	345	172.50	Administration	Attend to CBA Branch re Chq received from NZ Inland Revenue- GST refund. I was advised that director/ authorized signatories of account must attend to Branch to deposit the cheque.

Eloa Zuardi	Manager 1	27/08/2013	0.2	345	69.00	Administration	Prepare MYOB payment re FOS Membership - outstanding fees Discussions with Kelly regarding consultants/reconcile costs cash flow and payment updates on indemnity issues etc, note to Ben regarding payment of costs from limb account. review consultants register regarding outstanding and sch for payment.
Glenn O'Keamey	Director 2	27/08/2013	0.9	545	490.50	Trade-On	
Kelly-Anne Trenfield	Senior Managing Director	27/08/2013	0.9	590	531.00	Administration	Corp structure to Greg Lister emails in re staffing/ LMA allocation of resources GDM update; emails in; email in from Russell's re application from tucker GOK, discussion re funding Review BDO circular regarding appointment and save to file, Email SAM regarding myself being responsible for the circular and posting of order online.
Renee Lobb	Director 1	27/08/2013	0.3	485	145.50	Trade-On	Send emails to Andrea regarding insurance notification.
Renee Lobb	Director 1	27/08/2013	0.1	485	48.50	Assets	
Renee Lobb	Director 1	27/08/2013	0.1	485	48.50	Assets	Send email to Chris Erfurt at Clayton Utz regarding notifiable activity to be communicated to LM Investment Management Ltd insurers after correspondence received from Piper Alderman.
Renee Lobb	Director 1	27/08/2013	0.7	485	339.50	Trade-On	Working with Ginevra Muller and Steve Hannan at LM Investment Management Ltd to draft correspondence to investors regarding court orders. Discuss same and email out with Steve Hannan and upload court orders to website.
Renee Lobb	Director 1	27/08/2013	0.2	485	97.00	Trade-On	Further website updates to ensure court order requirements met, add link to BDO site.
Renee Lobb	Director 1	27/08/2013	0.2	485	97.00	Trade-On	Review and respond to investor update request, revert to link with court orders.
Renee Lobb	Director 1	27/08/2013	0.1	485	48.50	Trade-On	Confirm with Steve Hannan okay to send circular to investors per court orders.
Sally McBryde	Managing Director	27/08/2013	0.1	550	55.00	Trade-On	Email from Andrea Hyslop of Blue Broking re noting liquidators on insurance policy & consider & respond
Eloa Zuardi	Manager 1	27/08/2013	0.2	345	69.00	Administration	Email in from Kate re LM Admin, Asset Listing/valuation
Eloa Zuardi	Manager 1	27/08/2013	0.5	345	172.50	Employees	Phone call and email out to FEG re Claimant Michael Skaggs, Discuss contracts of employment and advise re LMM NZ entity
Eloa Zuardi	Manager 1	27/08/2013	0.2	345	69.00	Employees	Email to Maribel re Super from 26.6 to 26.7.43 to be lodged, Check MYOB for payment
Benjamin Robson	Accountant	27/08/2013	0.5	235	117.50	Administration	Correspondence with James Cuts of Grace records regarding outstanding invoices and corresponding Purchase Order
Kelly-Anne Trenfield	Senior Managing Director	27/08/2013	0.1	590	59.00	Trade-On	Review and approve payment
Joan Springate	Administration	27/08/2013	0.3	139	39.00	Trade-On	Setting up Online payment & posting payment
Benjamin Robson	Accountant	28/08/2013	0.2	235	47.00	Administration	Correspondence with Irene Cailing regarding additional payments to Clayton Utz invoices
Benjamin Robson	Accountant	28/08/2013	0.4	235	94.00	Administration	Seek payment for Allen's Linklaters Invoice 90830006 and Russell's Invoice B16530, Fund apportionment calculations and update to register
Benjamin Robson	Accountant	28/08/2013	0.5	235	117.50	Administration	Pay counsel portion of Russell's bills to Savage and Chesterman, MYOB vouchers and Batches created and supporting document attached for approval
Benjamin Robson	Accountant	28/08/2013	1	235	235.00	Administration	Discussion with GOK regarding counsel fee payments, Update Consultants Fee Register with all payments made to date, Reconcile MYOB ledger to register and complete missing data from payment confirmations
Benjamin Robson	Accountant	28/08/2013	0.3	235	70.50	Administration	Payment invoice to Mick Byrnes and attach supporting documents
Benjamin Robson	Accountant	28/08/2013	0.2	235	47.00	Administration	Receive review and send for filing various payment requests and deposit slips
Christine Alterator	Director 2	28/08/2013	0.1	545	54.50	Administration	review payment to Russell's and email BUR regarding missing documents
Christine Alterator	Director 2	28/08/2013	0.7	545	381.50	Administration	meet with KAT regarding securing IT systems
Christine Alterator	Director 2	28/08/2013	0.9	545	490.50	Administration	finalise ASIC delivery of documents
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Review bank voucher and update files attached re payment FOS membership
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Receipt voucher GST refund

Eloa Zuardi	Manager 1	28/08/2013	0.5	345	172.50	Administration	Email out and discussions with RFZ re file notedocs re FOS outstanding invoice to be paid, draft letter to FOS membership and advise Renee.
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Follow up Teistra re transfer of phone lines
Glenn O'Keamey	Director 2	28/08/2013	0.3	545	163.50	Trade-On	Note to Eloa regarding trading costs/invoice LIQ, draft assist regarding liq invoice
Jean Springate	Administration	28/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Renee Lobb	Director 1	28/08/2013	0.7	485	339.50	Trade-On	Responding to investor and adviser enquiries post orders. Discuss with Gineite Muller and confirm adviser email to go out. Make edits to same and do enquiry register for issues to deal with in terms of roles post orders.
Renee Lobb	Director 1	28/08/2013	0.4	485	184.00	Trade-On	Instruct Steve Hannan to issue litigation update to advisers of First Mortgage Income Fund and feeder funds. Add content regarding the litigation update to the website.
Renee Lobb	Director 1	28/08/2013	0.6	485	291.00	Trade-On	Updating spread sheet with investor enquiries post court order notification.
Renee Lobb	Director 1	28/08/2013	0.5	485	242.50	Trade-On	Take two investor calls regarding First Mortgage Income Fund orders.
Renee Lobb	Director 1	28/08/2013	0.8	485	386.00	Trade-On	Further calls from investors and advisers regarding the correspondence on court orders, provide update. Draft letter to Stephen Russell seeking draft of correspondence to Whyte regarding parameters and powers of his appointment.
Sally McBryde	Managing Director	28/08/2013	0.1	550	55.00	Trade-On	Payment - approve payment in MYOB, review invoices and banking voucher for payment to payroll tax
Sally McBryde	Managing Director	28/08/2013	0.1	550	55.00	Trade-On	Email from EBZ to liquidators requesting details of costs during funding period, discuss with EBZ
Sally McBryde	Managing Director	28/08/2013	0.1	550	55.00	Trade-On	Email from EBZ enclosing payroll tax due for trading period, respond to same
Benjamin Robson	Accountant	28/08/2013	0.3	235	70.50	Administration	Purchase order register update, review of Grace records invoices, Investigate Total Supply solutions payments received.
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Review various bank vouchers/suppliers
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Email out to OSR re re-assessment request for 2013/2014 annual return
Eloa Zuardi	Manager 1	28/08/2013	0.3	345	103.50	Administration	Phone call out to OSR NSW to follow up tax refund for June 2013
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Follow up Andrea re insurance update and policies to be cancelled.
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Email to Andrea re LMA & LMM - Insurance Update
Eloa Zuardi	Manager 1	28/08/2013	1	345	345.00	Administration	Email in from Matthew from OSR re Payroll tax, review re-assessment for June and July.
Eloa Zuardi	Manager 1	28/08/2013	0.2	345	69.00	Administration	Request invoice to be re-issued to Administrators, Prepare payment in MYOB
Eloa Zuardi	Manager 1	28/08/2013	0.5	345	172.50	Administration	Email to GOK re WIP to be drawn for LMA, Update cash flow
Eloa Zuardi	Manager 1	28/08/2013	1	345	345.00	Trade-On	Discussions with Kate re invoice for period of funding 26 July 2013 to 9 August 2013 and pro rata calculation.
Benjamin Robson	Accountant	28/08/2013	0.3	235	70.50	Administration	Email out to Anna from Corporate Traveller re July Outstanding Invoices, Update PO register for payments made by funds. Enquire from Anna re app invoice. Email POD for lodgement and advise procedures
Brittany Newman	Administration	28/08/2013	0.5	130	65.00	Administration	Phone call to Sean Russell, Left Message: Phone call to Total Supply Solutions, Left Message
Eloa Zuardi	Manager 1	28/08/2013	0.5	345	172.50	Administration	Phone call to Grace records, Left message
Eloa Zuardi	Manager 1	28/08/2013	0.1	345	34.50	Employees	Amend job type on transactions in MYOB after 1/8/2013 to CVL job
Jean Springate	Administration	28/08/2013	0.3	130	39.00	Trade-On	Phone call in from Bartley Cohen Litigation, Draft correspondence and file note re no records found on docs retrieved from archive
John Corbett	Managing Director	29/08/2013	2.5	550	1375.00	Administration	FEG claim received from Michael Steggs
							Setting up Online payment & posting payment
							Review of compliance documents for FMIF, AIF, CPAIF, SPF, Cash Fund and ACPAIF and then attending Compliance Committee meeting to discuss issues and approach to compliance matters.

Kelly-Anne Trenfield	Senior Managing Director	29/08/2013	0.1	590	59.00	Trade-On	Review and sign letter to FOS re non-payment of costs
Kelly-Anne Trenfield	Senior Managing Director	29/08/2013	0.1	590	59.00	Administration	Review and approve payment
Renee Lobb	Director 1	29/08/2013	1	485	485.00	Trade-On	Reviewing and responding to numerous emails regarding distributions and amounts to be received and implications of court orders on same.
Renee Lobb	Director 1	29/08/2013	0.1	485	48.50	Trade-On	Take investor call regarding First Mortgage Income Fund. Explain outcome of court hearings.
Renee Lobb	Director 1	29/08/2013	0.2	485	97.00	Trade-On	Review and file email draft regarding controlships from RFZ.
Renee Lobb	Director 1	29/08/2013	0.1	485	48.50	Trade-On	Review and respond to tax statement enquiry.
Renee Lobb	Director 1	29/08/2013	0.1	485	48.50	Trade-On	Database updates requested.
Renee Lobb	Director 1	29/08/2013	0.2	485	97.00	Trade-On	Take investor call, answer queries.
Benjamin Robson	Accountant	29/08/2013	0.8	235	141.00	Administration	Phone call to James Cuijs at Graco Records regarding outstanding invoices. Update to Purchase Order register. Phone call to Total Supply Solutions. Discussion regarding Purchase Order 1, update Purchase Order register
Joan Springate	Administration	29/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
Elsa Zuerdi	Manager 1	29/08/2013	1	345	345.00	Administration	Phone call in from Kate and email out re pro rata calculation of costs incurred (not paid) for period 26 July 2013 to 9 August 2013. Review trading liabilities provided and advise costs to be amended
Ginette Muller	Senior Managing Director	30/08/2013	1	590	590.00	Administration	General insurance review.
Joan Springate	Administration	30/08/2013	0.3	130	39.00	Trade-On	Setting up Online payment & posting payment
John Corbett	Managing Director	30/08/2013	1.5	550	825.00	Administration	Compilation of compliance matters and organising meeting with ASIC to discuss
Kelly-Anne Trenfield	Senior Managing Director	30/08/2013	1.6	590	944.00	Administration	Issues re access to B&R, emails in re investors, controlships, insurance claims Emails in re insurance claims/litigation and costs for Clayton utz details re Auscorp claim; update to GDM; review email re access to books and records and position of receivers Emails in re retirement village insurance and controlships review advice re charging controlship accounts; draft email to Russell's re confirmation of previous advice
Lauren Marcom	Director 1	30/08/2013	2	485	970.00	Creditors	Preparing for meeting with ASIC about fund compliance matters.
Renee Lobb	Director 1	30/08/2013	0.5	485	242.50	Trade-On	Review and respond to investor and adviser emails. Confirm with Kelly-Anne Trenfield and Ginette Muller available time for discussion on insurance and controlship matters. Also review Clayton Utz recent correspondence on insurance matters.
Renee Lobb	Director 1	30/08/2013	1.2	485	592.00	Assets	Review of all recent insurance emails and annexed correspondence. Summarise issues to be dealt with in Ginette Muller and my meeting today.
Renee Lobb	Director 1	30/08/2013	0.1	485	48.50	Trade-On	Respond to investor request for account details. Forward enquiry to LM Investment Management Ltd.
Renee Lobb	Director 1	30/08/2013	0.9	485	436.50	Trade-On	Responding to investor and adviser queries. Review and summarise points and discuss with Ginette Muller insurance issues.
Renee Lobb	Director 1	30/08/2013	1.4	485	679.00	Assets	Do agenda on insurance matters to be dealt with and suggest response on other item issues. Meet with Ginette Muller to discuss summary of controlship appointments. Draft Spread sheet summarizing same.
Renee Lobb	Director 1	30/08/2013	0.2	485	97.00	Administration	Send email to Clayton Utz regarding meeting next week regarding all outstanding insurance issues.
Renee Lobb	Director 1	30/08/2013	0.3	485	145.50	Trade-On	Take adviser call and answer queries on First Mortgage Income Fund. Review material from class action firm and request for FTI to distribute to investors of the fund. Draft response to be sent this afternoon.
Renee Lobb	Director 1	30/08/2013	0.4	485	194.00	Assets	Further work on insurance agenda, review of Mark Waller's email and discussions with Ginette Muller and Kelly-Anne Trenfield on available times.

Reneas Lobb

Director.1

30/08/2013

0.2

485

97.00 Assets

Review and send off to all parties FTI PI Insurance notification form and supporting documents.
Scan and save to file.

LM Investment Management Ltd (in Liquidation): Calculation of Category 2 Remuneration 1 October 2013 to 31 October 2013

Name	Position	Date	Hours	Charge Out Rate	Charge	Task Desc	Narrative
Eloa Zuardi	Manager 1	1/10/2013	0.5	345.00	\$ 172.50	Administration	Review bank accounts and check against MYOB balances. Prepare receipt for money received from MIF/AIF
Eloa Zuardi	Manager 1	1/10/2013	0.3	345.00	\$ 103.50	Administration	Transfer of monies from AIF and MIF account to LMIM main account.. Request Bank reconciliations from JS. Verify balances in MYOB
Eloa Zuardi	Manager 1	1/10/2013	0.3	345.00	\$ 103.50	Administration	Amendments in MYOB re resource fees paid to LMA in August. Split transaction between resource fees and loan to LMA. Update cash flow.
Benjamin Robson	Accountant	1/10/2013	0.3	235.00	\$ 70.50	Administration	Include Hickey Lawyers invoice into Register for payment by LMIM. Email Correspondence with Glenn O'Kearney regarding outstanding LMIM Invoices
Sally McBryde	Managing Director	1/10/2013	0.1	550.00	\$ 55.00	Trade-On	Email from Clutz re payment of leave for admin period, email update to Fran Mulder
Sally McBryde	Managing Director	1/10/2013	0.5	550.00	\$ 275.00	Administration	Email re meeting with Clutz, McGN, BDO, KM & GDM re insurance claim proposal, call to Clutz, call to GDM, discuss postponement of meeting
Eloa Zuardi	Manager 1	1/10/2013	0.3	345.00	\$ 103.50	Administration	Amendments in MYOB re resource fees paid to LMA in August. Split transaction between resource fees and loan from LMIM. Update cash flow.
Eloa Zuardi	Manager 1	1/10/2013	0.2	345.00	\$ 69.00	Employees	Email to Donna Alexander - LM Outstanding Payment of AL & LSL
Eloa Zuardi	Manager 1	2/10/2013	0.5	345.00	\$ 172.50	Administration	Prepare various bank vouchers for monies received MIF. Transfer of funds from MIF/AIF to LMIM main account
Eloa Zuardi	Manager 1	2/10/2013	0.3	345.00	\$ 103.50	Administration	Emails in/out re FOS membership and active member ID
Eloa Zuardi	Manager 1	2/10/2013	0.2	345.00	\$ 69.00	Administration	Email in from FOS Membership
Eloa Zuardi	Manager 1	2/10/2013	0.2	345.00	\$ 69.00	Administration	Email to Irene re refund re ASIC fees paid by LMIM
Sally McBryde	Managing Director	2/10/2013	0.3	550.00	\$ 165.00	Administration	Discussion with GDM, call with Chris Ertut of Clutz re arranging meeting re insurance claim proposal
Sally McBryde	Managing Director	2/10/2013	0.2	550.00	\$ 110.00	Administration	Email from Mark Waller re insurance meeting, review & send to relevant parties to postpone meeting & obtain further details
Kelly-Anne Trenfield	Senior Managing Director	2/10/2013	0.1	590.00	\$ 59.00	Administration	Emails re payment of costs and correspondence re appeal
Eloa Zuardi	Manager 1	2/10/2013	0.1	345.00	\$ 34.50	Trade-On	Confirm disclaimer date of level 4
Eloa Zuardi	Manager 1	2/10/2013	0.5	345.00	\$ 172.50	Employees	Phone call in from FEG re Claim by various Employees received under LMIM. Email to Maribel re termination dates and employer entity. Discussion re FEG rejection of Michael Steggs
Benjamin Robson	Accountant	3/10/2013	2.0	235.00	\$ 470.00	Administration	Reorganise all consultants fee invoices into hard copy folders. Add labels and ensure all invoices received are copied into folders and hard drive
Benjamin Robson	Accountant	3/10/2013	0.3	235.00	\$ 70.50	Administration	Correspondence with Luke Boria at King Wood and Maileson's regarding invoice break up
Benjamin Robson	Accountant	3/10/2013	1.0	235.00	\$ 235.00	Administration	Parusal and responses to several emails from Simon Tickner and Glenn O'Kearney regarding fund invoices, allocations and apportionments.
John Corbett	Managing Director	3/10/2013	2.5	550.00	\$ 1,375.00	Administration	Dealing with various emails regarding fund and asset queries across the FMIF, AIF and ASPF.
Glenn O'Kearney	Director 2	3/10/2013	0.2	545.00	\$ 109.00	Administration	Review consultant invoices corporate matters, discuss with BJR.

Renee Lobb	Director 1	3/10/2013	0.3	485.00	\$ 145.50	Trade-On	Review and contribute to numerous emails regarding progress of payment of Clayton Uiz Invoices.
Eloa Zuardi	Manager 1	3/10/2013	0.5	345.00	\$ 172.50	Trade-On	Phone call out and email to OSR re annual reconciliation ending 30/06/2013 and refund due
Sally McBryde	Managing Director	3/10/2013	0.1	550.00	\$ 55.00	Employees	Update on payment of leave to redundant employees, provide update to Fran Mulder
Eloa Zuardi	Manager 1	4/10/2013	0.3	345.00	\$ 103.50	Administration	Insurance refund received. Review vouchers, amendments re GST
Eloa Zuardi	Manager 1	4/10/2013	1.0	345.00	\$ 345.00	Administration	Various bank vouchers received. Review bank reconc. Review transactions on cash flow against bank statement. Prepare MYOB entries for monies received into accounts. Arrange transfers from MIF/AIF to LMIM main account
Benjamin Robson	Accountant	4/10/2013	0.4	235.00	\$ 94.00	Administration	Update Consultants Fee register with payment confirmations from Irene Cailing. Amendments to refund from Macquarie
John Corbett	Managing Director	4/10/2013	3.0	650.00	\$ 1,650.00	Trade-On	Discussions with ASIC and composition of emails in relation to fund audit issues meeting with EY re the audits of the ASPF, CPF and AIF.
Kelly-Anne Trenfield	Senior Managing Director	4/10/2013	2.3	590.00	\$ 1,357.00	Administration	Review and reallocation of remuneration costs to deal with fund allocations
Glenn O'Keamey	Director 2	4/10/2013	0.1	545.00	\$ 54.50	Administration	Update to hickey lawyers regarding legal fees owing/fining.
Eloa Zuardi	Manager 1	4/10/2013	0.2	345.00	\$ 69.00	Administration	Insurance refund received. Review vouchers, amendments re GST
Eloa Zuardi	Manager 1	4/10/2013	0.3	345.00	\$ 103.50	Trade-On	Follow up Zoran re Expenses to be reimbursed by Funds. Email bank statement confirming non receipt and original invoices sent in July.
Benjamin Robson	Accountant	4/10/2013	0.4	235.00	\$ 94.00	Administration	Receipt funds from refund of Blue Broking Insurance into account, create MYOB vouchers
Benjamin Robson	Accountant	4/10/2013	0.1	235.00	\$ 23.50	Administration	Amend MYOB voucher - refund blue Broking
Eloa Zuardi	Manager 1	8/10/2013	0.2	345.00	\$ 69.00	Trade-On	Follow up Telstra closure of accounts
Eloa Zuardi	Manager 1	8/10/2013	0.8	345.00	\$ 276.00	Administration	Update SOP/ Cash flow
Lauren Marcom	Director 1	8/10/2013	1.5	545.00	\$ 817.50	Administration	Reviewing 601NC notices, general LM emails, calls to EY (auditors)
Benjamin Robson	Accountant	8/10/2013	0.5	235.00	\$ 117.50	Administration	Review Norton Rose invoice 1230988 against 1225889 and compare work completed. Review Corporations act regarding s 30 notices and Re-assign invoice to LMIM Corporate instead of MPF
Benjamin Robson	Accountant	8/10/2013	0.2	235.00	\$ 47.00	Administration	Arrange Cancellation of commonwealth bank account
Benjamin Robson	Accountant	8/10/2013	0.2	235.00	\$ 47.00	Administration	Amendments to Blue Broking refunds vouchers
Kelly-Anne Trenfield	Senior Managing Director	8/10/2013	0.2	590.00	\$ 118.00	Administration	Cash flow/satisfaction of admin liabilities re trading/funds; arrangements re meeting with AJT
Sally McBryde	Managing Director	8/10/2013	0.1	550.00	\$ 55.00	Employees	Discussion with EBZ re loans made to employees and repayment from LMA FEG funds
Sally McBryde	Managing Director	8/10/2013	0.1	550.00	\$ 55.00	Trade-On	Review invoice from Carolyn Hodge re compliance, email to GOK re approval of same
Sally McBryde	Managing Director	8/10/2013	0.1	550.00	\$ 55.00	Trade-On	Email from Kelvin re Termination Agreement for termination of clients for Drake Insurance, review files & respond
Glenn O'Keamey	Director 2	8/10/2013	0.2	545.00	\$ 109.00	Administration	Review corporate cash flow/SOP update from Eloa.
Eloa Zuardi	Manager 1	8/10/2013	0.8	345.00	\$ 276.00	Administration	Update SOP/ Cash flow

Glenn O'Keamey	Director 2	8/10/2013	0.2	545.00	\$ 109.00	Administration	Review cash flow SOP update - liq. from Eloa
Eloa Zuardi	Manager 1	9/10/2013	0.2	345.00	\$ 69.00	Administration	Insurance instalment payment
Benjamin Robson	Accountant	9/10/2013	0.1	235.00	\$ 23.50	Administration	Follow up invoice payments with Irene Calling
Benjamin Robson	Accountant	9/10/2013	0.1	235.00	\$ 23.50	Administration	Perusal email from Simon Tickner, forward CLUTZ letter
Brittany Newman	Administration	9/10/2013	0.1	130.00	\$ 13.00	Administration	Mail in from Norton Rose Fulbright - Statement
Kelly-Anne Trenfield	Senior Managing Director	9/10/2013	0.5	590.00	\$ 295.00	Administration	Preparation re meeting with AJT re o/s issues for LMF/MIF/MPF review o/s
Glenn O'Keamey	Director 2	9/10/2013	0.1	545.00	\$ 54.50	Administration	Receipt of insurance cancellation into account. discuss insurance cancellations with Eloa
Glenn O'Keamey	Director 2	9/10/2013	0.1	545.00	\$ 54.50	Administration	Note to BJR regarding KWM invoices corporate time
Eloa Zuardi	Manager 1	9/10/2013	0.2	345.00	\$ 69.00	Administration	Prepare receipt re insurance refund
Eloa Zuardi	Manager 1	9/10/2013	0.5	345.00	\$ 172.50	Administration	Update PO register
Glenn O'Keamey	Director 2	9/10/2013	0.1	545.00	\$ 54.50	Administration	Receipt of insurance cancellation into account. discuss insurance cancellations with Eloa
Glenn O'Keamey	Director 2	9/10/2013	0.2	545.00	\$ 109.00	Trade-On	Review draft advice LMA fees/trading. discuss with ash.
Sally McBryde	Managing Director	9/10/2013	0.1	550.00	\$ 55.00	Employees	Email from Fran Muibler confirming leave entitlements how paid, advise EBZ & respond to Fran
Eloa Zuardi	Manager 1	10/10/2013	0.6	345.00	\$ 207.00	Administration	Arrange sept invoices to AIF/MIF. Prepare supporting docs and invoices. Review cash flow
Benjamin Robson	Accountant	10/10/2013	0.8	235.00	\$ 188.00	Administration	King & Wood Mallesons invoice apportionment of General fund work. Email to King & Wood Mallesons, phone conversation with Luke Bona, discussion with Glenn O'Keamey and email to Luke Bona
Benjamin Robson	Accountant	10/10/2013	3.5	235.00	\$ 822.50	Administration	Correspondence with King and Wood Mallesons regarding apportionment of invoices to LMIM as Regarding. Multiple emails to Wendy Bryan, Kealy Fitzpatrick and Luke Bona. Phone discussion with Luke Bona regarding split of LMIM corporate work and fund work from invoice 1548784. Payment of all outstanding King & Wood Mallesons, Russell's, Norton Rose and Hickey LMIM Corporate invoices. Discussions with Glenn O'Keamey regarding payments. Email to S Tickner requesting payment
Benjamin Robson	Accountant	10/10/2013	0.1	235.00	\$ 23.50	Administration	Urgency request on payments made today
Benjamin Robson	Accountant	10/10/2013	0.5	235.00	\$ 117.50	Administration	Provide detailed breakdown of invoice payment requests for AGT for all MYOB payments for LMIM Corporate
Kelly-Anne Trenfield	Senior Managing Director	10/10/2013	0.5	590.00	\$ 295.00	Administration	Peter McLeod re correspondence from ME re caveat/transfer review indemnity position Call in from Sean Russell's re settlement of OA and filing
Kelly-Anne Trenfield	Senior Managing Director	10/10/2013	0.4	590.00	\$ 236.00	Administration	JRP re payment of costs GOK re payment of legal costs Payments to solicitors

Glenn O'Kearney	Director 2	10/10/2013	0.8	545.00	\$ 436.00	Administration	Call from Kelly with update on consultant payment directions. reconcile register with BJR. discuss amendments to Mallesons bill. arrange payment run - allocation of fund counsel portions to be paid. discussions and review with BJR on payment. prepare Russell's schedule for KAT. prepare schedule of fund costs paid by corporate entity. review and sign off on all payment requests in MYOB. time split between corp/mp/inf/it/aspt.
Sally McBryde	Managing Director	10/10/2013	0.1	550.00	\$ 55.00	Employees	Update on FEG status and repayment of deed of advance from employees
Eloa Zuardi	Manager 1	10/10/2013	0.3	345.00	\$ 103.50	Administration	Follow up Zuran re Expenses to be reimbursed by Furds
Eloa Zuardi	Manager 1	10/10/2013	0.2	345.00	\$ 69.00	Employees	Update GOK/SAM re VA entitlements for redundant employees
Glenn O'Kearney	Director 2	11/10/2013	0.1	545.00	\$ 54.50	Administration	Follow up payments/legal fees etc.
Sally McBryde	Managing Director	11/10/2013	0.1	550.00	\$ 55.00	Administration	Payment - check supporting documentation, review invoices and banking voucher for payment to Macquarie re premium funding, approve payment
Eloa Zuardi	Manager 1	11/10/2013	0.2	345.00	\$ 69.00	Administration	Insurance payment
Eloa Zuardi	Manager 1	11/10/2013	0.2	345.00	\$ 69.00	Administration	Follow up LM Insurance payment
Renee Lobb	Director 1	14/10/2013	0.3	485.00	\$ 145.50	Trade-On	Review and fwd to LM Investment Management Ltd update of details request. Also forward bank account change request.
Renee Lobb	Director 1	14/10/2013	0.2	485.00	\$ 97.00	Administration	Filing all emails received in two weeks on leave. enter timesheet's for responses to same.
Benjamin Robson	Accountant	14/10/2013	0.1	235.00	\$ 23.50	Administration	Follow up Mohamed regarding payment of Macquarie insurance
Benjamin Robson	Accountant	14/10/2013	1.5	235.00	\$ 352.50	Administration	Payment confirmations for EFT and cheque payments made 10/10/13 - update register with payments made, draft emails to Norton Rose and King & Wood Mallesons advising remittance of each payment. file payments
John Corbett	Managing Director	14/10/2013	0.5	550.00	\$ 275.00	Administration	AFSL related administration
Glenn O'Kearney	Director 2	14/10/2013	0.5	545.00	\$ 272.50	Administration	Liaise with Kelly regarding legal payments made. review online account and discuss with BJR. review BJR remittance emails. review Russell's statement and reconcile with register. time split imin corporate/FMIF
Eloa Zuardi	Manager 1	14/10/2013	0.2	345.00	\$ 69.00	Employees	Post VA payment summary requested by Joe
Sally McBryde	Managing Director	14/10/2013	0.1	550.00	\$ 55.00	Employees	Email from Joe Comm re employee issues & PAYG, forward to EBZ to respond
Renee Lobb	Director 1	15/10/2013	0.5	485.00	\$ 242.50	Investigations	Review appeal docs. Save to file.
Renee Lobb	Director 1	15/10/2013	0.8	485.00	\$ 388.00	Administration	Catch up on all funds and to do's.
Renee Lobb	Director 1	15/10/2013	0.6	485.00	\$ 291.00	Trade-On	Teleconference with John Corbett, myself and advisers overseas to answer queries on funds.
Renee Lobb	Director 1	15/10/2013	0.3	485.00	\$ 145.50	Investigations	Discussion with Chris Erfurt at Clayton Utz regarding upcoming meeting to be scheduled with Receivers for insurance matters. Discuss David Whyte request for documents on policies held and email GINETTE MULLER, SAM and Kelly-Anne Trenfield to confirm progress and information held including Managed Performance Fund court filings.

Renee Lobb	Director 1	15/10/2013	0.2	485.00	\$	97.00	Administration	Call with LM Investment Management Ltd staff regarding matters to attend to. Send email with same.
Eloa Zuardi	Manager 1	15/10/2013	1.0	345.00	\$	345.00	Administration	Update cash flow and SOP
Benjamin Robson	Accountant	15/10/2013	0.2	235.00	\$	47.00	Administration	Payment confirmations received from I Calling, updates to Register
Kelly-Anne Trenfield	Senior Managing Director	15/10/2013	0.3	590.00	\$	177.00	Administration	JDC re updates; GOK re indemnity issues
Sally McBryde	Managing Director	15/10/2013	0.1	550.00	\$	55.00	Administration	Consider email re insurance meeting & other issues
Sally McBryde	Managing Director	15/10/2013	0.5	550.00	\$	275.00	Administration	Call from RCL re Drake Insurance query from Tracy Knight, review documentarian and update on background of issue
John Corbett	Managing Director	15/10/2013	1.5	550.00	\$	825.00	Trade-On	Updates on progress with funds on S601NC, investor communications and discussions with HK advisors.
Eloa Zuardi	Manager 1	15/10/2013	0.5	345.00	\$	172.50	Administration	Update cash flow and SOP
Glenn O'Keamey	Director 2	15/10/2013	0.3	545.00	\$	163.50	Administration	Weekly EMA SOP and cash forecast prepared by Eloa. corporate sop/cash flow. review, discuss finalisation/bas etc.
Renee Lobb	Director 1	16/10/2013	0.6	485.00	\$	291.00	Administration	Discussions with advisers, answer queries. Discussion with John Corbett and Lauren Morcom regarding correspondence issued by David Whyte and email received from Joanne Kedney requesting further documentation. Send proposed response to GINETTE Muller.
Renee Lobb	Director 1	16/10/2013	0.2	485.00	\$	97.00	Investigations	Review email from Kelly-Anne Trenfield regarding insurance filing docs from KM/Callbre. Email originating application to Clayton Utz.
Renee Lobb	Director 1	16/10/2013	0.3	485.00	\$	145.50	Administration	Emails with Shauna regarding 601NC notices and David Whyte update.
Renee Lobb	Director 1	16/10/2013	0.3	485.00	\$	145.50	Administration	Review David Whyte's update and respond to investor enquiry.
John Corbett	Managing Director	16/10/2013	2.5	550.00	\$	1,375.00	Trade-On	Travel Brisbane / Gold Coast (return) for meeting at LM
Glenn O'Keamey	Director 2	16/10/2013	0.1	545.00	\$	54.50	Trade-On	Note to Eloa regarding trading payments.
Eloa Zuardi	Manager 1	16/10/2013	0.5	345.00	\$	172.50	Trade-On	Follow up NSW payroll tax refund. Advise re wages declared on the annual reconciliation are the wages for period ending 12/03/13 to 25/06/13.
Eloa Zuardi	Manager 1	16/10/2013	0.3	345.00	\$	103.50	Administration	Payment of compliance committee invoice
Brittiany Newman	Administration	16/10/2013	0.1	130.00	\$	13.00	Trade-On	Email PAYG Summary to Joseph Comm as requested.
Eloa Zuardi	Manager 1	17/10/2013	0.4	345.00	\$	138.00	Administration	Email to GOK re Professional indemnity Policy. and insurance paid to Macquarie funding. Email to Andrea from Blue Broking cover details required.
Benjamin Robson	Accountant	17/10/2013	0.3	235.00	\$	70.50	Administration	Perusal email from Irene Calling, provide list of all outstanding invoices
Renee Lobb	Director 1	17/10/2013	0.1	495.00	\$	48.50	Administration	Response to BDO email requesting reports and recording of creditor.
Renee Lobb	Director 1	17/10/2013	0.3	485.00	\$	145.50	Creditors	Response to Jon Davies about adviser commissions and ongoing payments and ability to access fund monies.
Renee Lobb	Director 1	17/10/2013	0.3	485.00	\$	145.50	Administration	Emails from GDM regarding BDO investor circular and our response. Save down CPAIF and ICPAIF postal registers.
Renee Lobb	Director 1	17/10/2013	0.3	485.00	\$	145.50	Trade-On	Commence draft of CPAIF and ICPAIF report in response to David Whyte update.
Mohamed Almulla	Senior Accountant 2	17/10/2013	1.3	325.00	\$	422.50	Trade-On	Review and forward payments to JDC regarding: payments, scan to Zoran and separate
John Corbett	Managing Director	17/10/2013	0.7	550.00	\$	385.00	Administration	S601NC notices.

Eloa Zuari	Manager 1	17/10/2013	0.3	345.00	\$ 109.50	Administration	Follow up Zoran re various invoices to be paid re fund related expenses
Benjamin Robson	Accountant	18/10/2013	0.2	235.00	\$ 47.00	Administration	Provide Irene Calling with List of outstanding invoices and amounts for payment
Kelly-Anne Trenfield	Senior Managing Director	18/10/2013	2.7	590.00	\$ 1,599.00	Administration	Review and reallocation of remuneration costs to deal with fund allocations
Ashtleigh Ubank	Administration	18/10/2013	3.2	130.00	\$ 416.00	Administration	Amending addresses in client recipients date file.
Renee Lobb	Director 1	18/10/2013	0.8	485.00	\$ 388.00	Trade-On	Working on first draft of response to David Whyte 15 October 2013 correspondence.
Renee Lobb	Director 1	21/10/2013	0.2	485.00	\$ 97.00	Trade-On	Review and respond in part to email from adviser regarding queries on numerous funds. Send emails to SIMD's and others to assist in furnishing full response.
Renee Lobb	Director 1	21/10/2013	0.2	485.00	\$ 97.00	Administration	Attending to misc. emails regarding ring fenced investment amounts to answer adviser queries.
Renee Lobb	Director 1	21/10/2013	0.5	485.00	\$ 242.50	Administration	Filing emails sent whilst overseas into public folders.
Renee Lobb	Director 1	21/10/2013	0.2	485.00	\$ 97.00	Administration	Call ASIC regarding ARSN for ARLF. Return email after obtaining ARSN from LM Investment Management Ltd staff.
Renee Lobb	Director 1	21/10/2013	0.2	485.00	\$ 97.00	Trade-On	Further enquiries regarding quarantines fund dates, review Kelly-Anne Trenfield response and request further background from Steve Hamman.
Renee Lobb	Director 1	21/10/2013	0.7	485.00	\$ 339.50	Trade-On	Respond in length after discussion with Steve Hanna regarding quarantine date. Review filed correspondence on date discrepancy and disprove same. Discuss with John Corbett ARLF situation and to do's for tomorrow
Eloa Zuari	Manager 1	21/10/2013	0.5	345.00	\$ 172.50	Trade-On	Invoices from Austral. Review statements and obtain more details from Irene re services provided
John Corbett	Managing Director	21/10/2013	0.5	550.00	\$ 275.00	Trade-On	Preparation of information for discussion with the auditors of CPF, ASPF and AIF
John Corbett	Managing Director	21/10/2013	2.0	550.00	\$ 1,100.00	Administration	Working through general fund matters in relation to S601NC notices to investors, investor communications and general matters related to RE role.
Renee Lobb	Director 1	22/10/2013	0.4	485.00	\$ 194.00	Investigations	Reviewing and drafting responses for Ginette Müller on proposal for Glutz fees going forward and upcoming insurance meeting.
Renee Lobb	Director 1	22/10/2013	0.1	485.00	\$ 48.50	Administration	Email ASIC to confirm wind up finalisation notice not commencement for ARLF.
Renee Lobb	Director 1	22/10/2013	0.1	485.00	\$ 48.50	Administration	Request proposed action from ASIC for amendment.
Renee Lobb	Director 1	22/10/2013	0.3	485.00	\$ 145.50	Trade-On	Do ARLF revised completion of wind up form 5138.
Renee Lobb	Director 1	22/10/2013	0.4	485.00	\$ 194.00	Trade-On	Draft letter to David Whyte regarding sufficient notice being provided should LM Investment Management Ltd infrastructure be dismantled to take in house at BDO.
John Corbett	Managing Director	22/10/2013	1.0	550.00	\$ 550.00	Trade-On	Review and draft response to David Wilkinson correspondence. Meeting with auditors (EY) to discuss various issues in relation to the audits of CPF, AIF and ASPF
John Corbett	Managing Director	22/10/2013	1.0	550.00	\$ 550.00	Administration	Dealing with wind-up of funds (communications) and responding to enquiries.

Glenn O'Kearney	Director 2	22/10/2013	0.1	545.00	\$ 54.50	Trade-On	Review and reply various emails, note to Lauren and Eloa regarding compliance Invoice.
Renee Lobb	Director 1	23/10/2013	0.1	485.00	\$ 48.50	Trade-On	Review John Corbett additions to proposed adviser response on quarantined funds.
Renee Lobb	Director 1	23/10/2013	0.1	485.00	\$ 48.50	Trade-On	Further response to investor regarding value of investor and how not reflective of eventual return.
Renee Lobb	Director 1	23/10/2013	0.1	485.00	\$ 48.50	Creditors	Respond to adviser emailed letter on quarantined funds.
Renee Lobb	Director 1	23/10/2013	0.7	485.00	\$ 339.50	Administration	Review and make edits to the website. Upload CPAIF and ICPAIF 601NC notices and make amendments to FAQ page to update.
Renee Lobb	Director 1	23/10/2013	0.3	485.00	\$ 148.50	Administration	Formatting and editing response to ASIC audit relief letter.
Renee Lobb	Director 1	23/10/2013	0.1	485.00	\$ 48.50	Administration	Review John Corbett changes to letter to BDO regarding staffing and infrastructure.
Renee Lobb	Director 1	23/10/2013	0.2	485.00	\$ 97.00	Trade-On	Review and respond to emails from Steve Hannan regarding timing of investor listings and other supplementary matters.
Renee Lobb	Director 1	23/10/2013	0.2	485.00	\$ 97.00	Trade-On	General update on LM Investment Management Ltd GC goings on and progress of matters.
Benjamin Robson	Accountant	23/10/2013	0.2	235.00	\$ 47.00	Creditors	Payment to Russell's of additional disbursements invoice B15450
Eloa Zuardi	Manager 1	23/10/2013	0.3	345.00	\$ 103.50	Trade-On	Follow up closure of the following bank accounts: MIF - 13 409 116/CPIF - 13 409 190/Follow up MYOB vouchers
Eloa Zuardi	Manager 1	23/10/2013	0.5	345.00	\$ 172.50	Assets	Update SOP and cash flow
Christine Alterator	Director 2	23/10/2013	0.1	545.00	\$ 54.50	Administration	Review payment to Russell's - disbursements outstanding
John Corbett	Managing Director	23/10/2013	2.0	550.00	\$ 1,100.00	Administration	Attending to follow-up matters following meeting with auditors and reworking AIF material for distribution of communications to members
Glenn O'Kearney	Director 2	23/10/2013	0.2	545.00	\$ 109.00	Trade-On	Review LMA SOP/cash flow from Eloa, amend, corporate and trading - time split between two subtasks.
Mohamed Almulla	Senior Accountant 2	23/10/2013	0.4	325.00	\$ 130.00	Trade-On	Review and update cash flow for accounts as of 18.1.13
Eloa Zuardi	Manager 1	23/10/2013	0.5	345.00	\$ 172.50	Trade-On	Update SOP and cash flow
Brittany Newman	Administration	23/10/2013	0.8	130.00	\$ 104.00	Administration	Enter receipts for Fund Reimbursements in MYOB + scan/save/upload supporting documents
Joan Springate	Administration	23/10/2013	0.1	130.00	\$ 13.00	Administration	Receipt voucher & posting receipt
Joan Springate	Administration	23/10/2013	0.1	130.00	\$ 13.00	Administration	Bank Rec
Glenn O'Kearney	Director 2	23/10/2013	0.1	545.00	\$ 54.50	Assets	Review LMA SOP/cash flow from Eloa, amend.
Renee Lobb	Director 1	24/10/2013	0.2	485.00	\$ 97.00	Investigations	Amendments to ASIC letter. Resend to John Corbett with edits.
Renee Lobb	Director 1	24/10/2013	0.2	485.00	\$ 97.00	Trade-On	GET GRADS TO LODGE REVISED WIND UP FORM FOR FINALISATION OF ARLF WIND UP.
Renee Lobb	Director 1	24/10/2013	0.1	485.00	\$ 48.50	Administration	Printing of supporting documents for ASIC letter.
Ginette Muller	Senior Managing Director	24/10/2013	0.3	590.00	\$ 177.00	Administration	Email from David Whyte re LMA not giving him access to records. Email to KAT and then to D.L.C and DW regarding same.
Ginette Muller	Senior Managing Director	24/10/2013	0.5	590.00	\$ 295.00	Administration	Lengthy letter to Gerald Yip at ASIC regarding the audit. Check and sign. Email and send.
Benjamin Robson	Accountant	24/10/2013	0.3	235.00	\$ 70.50	Creditors	Review of Hickeys Invoice 116151 and action for payment

Eloa Zuardi	Manager 1	24/10/2013	0.2	345.00	\$	69.00	Trade-On	ASIC Notices received for various funds
Eloa Zuardi	Manager 1	24/10/2013	0.3	345.00	\$	103.50	Trade-On	LM FMIF and LM AIF monies received into account. Prepare MYOB vouchers
Benjamin Robson	Accountant	24/10/2013	0.1	235.00	\$	23.50	Trade-On	Email to Nicholas M of Telstra requesting break up of invoices
Eloa Zuardi	Manager 1	24/10/2013	0.2	345.00	\$	69.00	Trade-On	Request break up of charges re Telstra invoice to be paid
Joan Springate	Administration	24/10/2013	0.1	130.00	\$	13.00	Administration	Payment voucher & posting payment
Glenn O'Kearney	Director 2	24/10/2013	0.1	545.00	\$	54.50	Trade-On	Review 5 x receipts fund reimbursements to LMA.
Renee Lobb	Director 1	25/10/2013	0.1	485.00	\$	48.50	Administration	Finalise letter to David Whyte.
Renee Lobb	Director 1	25/10/2013	0.2	485.00	\$	97.00	Administration	Emails regarding wind up notice payments.
Renee Lobb	Director 1	25/10/2013	0.3	485.00	\$	145.50	Trade-On	Review email from Simon Tickner regarding employment conditions. Review scan and email out letter to David Whyte from Ginetie.
Renee Lobb	Director 1	25/10/2013	0.2	485.00	\$	97.00	Employees	Review further commentary on Simon Tickers' role and employment conditions.
Renee Lobb	Director 1	25/10/2013	0.1	485.00	\$	48.50	Trade-On	Respond to investor query.
Benjamin Robson	Accountant	25/10/2013	0.2	235.00	\$	47.00	Creditors	Payment confirmation received regarding King & Wood Mallesons Inv 1548788. Consultants register updated
Benjamin Robson	Accountant	25/10/2013	0.3	235.00	\$	70.50	Administration	Receipt funds transfer from Closure of FMIF and ICPIF accounts in MYOB
Benjamin Robson	Accountant	25/10/2013	0.2	235.00	\$	47.00	Creditors	Correspondence with Hickey Lawyers regarding outstanding Silver Sea invoice
John Corbett	Managing Director	25/10/2013	0.5	550.00	\$	275.00	Administration	Review and authorisation of payments and authorisations
Eloa Zuardi	Manager 1	25/10/2013	0.3	345.00	\$	103.50	Trade-On	Various ASIC Notices received re various funds for LMIM. Forward to Steve Hannan
Sally McBryde	Managing Director	25/10/2013	0.3	550.00	\$	165.00	Trade-On	Email from GDM re Simon Tickner terms of employment, review previous emails and invoices, email to and from EBZ re payment terms, respond to GDM
Joan Springate	Administration	25/10/2013	0.2	130.00	\$	26.00	Administration	Receipt voucher & posting receipt
Eloa Zuardi	Manager 1	25/10/2013	0.5	345.00	\$	172.50	Employees	Review Simon Ticker - Terms of Engagement, advise SAM re holidays paid. Review all invoices paid to date and hours worked
Eloa Zuardi	Manager 1	25/10/2013	0.5	345.00	\$	172.50	Trade-On	Review Telstra invoice received and service and equipment rental for period 22/07 to 26/07
Eloa Zuardi	Manager 1	28/10/2013	0.3	345.00	\$	103.50	Creditors	Email in from Irene re ASIC Notices received. Asked BN to re-scan all notices
Benjamin Robson	Accountant	28/10/2013	0.1	235.00	\$	23.50	Creditors	Take phone call from LM investor and refer appropriately
Mohamed Almulla	Senior Accountant 2	28/10/2013	0.4	325.00	\$	130.00	Administration	Form 601NC regarding funds - look up in filing room and correspondence with staff 1 at LM
Sally McBryde	Managing Director	28/10/2013	0.3	550.00	\$	165.00	Administration	Email from Mark Waller re insurance meeting, discuss with GDM, review various related emails
Renee Lobb	Director 1	29/10/2013	0.3	485.00	\$	145.50	Assets	Review correspondence from Clayton Utz regarding insurance request for documents by David Whyte. Send email to Chris regarding Managed Performance Fund affidavit sought also.

Renee Lobb	Director 1	29/10/2013	0.6	485.00	\$ 291.00	Assets	Discussion with Ginette Muller regarding outstanding matters on insurance. Update on all and draft correspondence to all parties regarding retained for Clayton Utz.
Renee Lobb	Director 1	29/10/2013	0.2	485.00	\$ 97.00	Assets	Finalise and email to KM, BDO and MGN+ insurance letter regarding retainer for Clayton Utz.
Renee Lobb	Director 1	29/10/2013	0.2	485.00	\$ 97.00	Trade-On	Respond to advisor enquiry regarding tax statements for investors.
Renee Lobb	Director 1	29/10/2013	0.3	485.00	\$ 145.50	Trade-On	Patrick Gray. Take call and answer numerous queries on First Mortgage Income Fund, provide comprehensive update.
Renee Lobb	Director 1	29/10/2013	0.3	485.00	\$ 145.50	Trade-On	Review and respond to investor emails. request fund details to respond appropriately.
Ginette Muller	Senior Managing Director	29/10/2013	0.4	590.00	\$ 236.00	Administration	Discussion with RCL re insurance. Agree action plan and send letter to LPS.
Mohamed Almulla	Senior Accountant 2	29/10/2013	2.0	325.00	\$ 650.00	Trade-On	Update numerous cash flow transactions for the following Cash Part Wk. Incl Flexi ASP ASX 200FMIF Restricted Working FMIF Bridgewater Estate Controller FMIF North shore Bayview Street Pty Ltd FMIF OVST Pty Ltd FMIF Coultter and Rocola Controller
Eloa Zuardi	Manager 1	29/10/2013	0.5	345.00	\$ 172.50	Employees	Various correspondences to payroll tax NSW re 2013 assessment based on the wages declared on the annual reconciliation but for the period ending 19/03/13 to 30/06/13.
Renee Lobb	Director 1	30/10/2013	0.3	485.00	\$ 145.50	Trade-On	Review Russell's update version of letter to Mr. Whyte and discussion around defamation suits possible.
Renee Lobb	Director 1	30/10/2013	0.2	485.00	\$ 97.00	Administration	Review correspondence from ASIC on meeting request and subsequent emails from Ginette Muller and John Corbett.
Renee Lobb	Director 1	30/10/2013	0.1	485.00	\$ 48.50	Administration	Obtain Simon Ventullo affidavit from Kelly-Anne Trenfield. See AU and have her scan in parts to send to Clayton Utz.
Renee Lobb	Director 1	30/10/2013	0.9	485.00	\$ 436.50	Investigations	Discussions with ASIC regarding audit requirements.
Ashleigh Ubank	Administration	30/10/2013	0.6	130.00	\$ 76.00	Administration	Scanning and saving affidavit to system in parts and reassembling them in Adobe.
Eloa Zuardi	Manager 1	30/10/2013	0.5	345.00	\$ 172.50	Trade-On	Mail in from Australian Bureau of Statistics. Log in on the website and re-set password, review questionnaire to be completed. Phone call out to Australian Bureau of Statistics and discuss completion of survey
Eloa Zuardi	Manager 1	30/10/2013	0.2	345.00	\$ 69.00	Trade-On	Follow up Blue Broking re insurance cover (Professional Indemnity Policy)
Kelly-Anne Trenfield	Senior Managing Director	30/10/2013	3.9	590.00	\$ 2,301.00	Administration	Review and reallocation of remuneration costs to deal with fund allocations
Kelly-Anne Trenfield	Senior Managing Director	30/10/2013	0.3	590.00	\$ 177.00	Administration	Review and reallocation of remuneration costs to deal with fund allocations
John Corbett	Managing Director	30/10/2013	0.5	550.00	\$ 275.00	Trade-On	Discussions with ASIC re fund audits
Sally McByrde	Managing Director	30/10/2013	0.7	550.00	\$ 385.00	Administration	Call from Andrea Hyslop of Blue Broking re claim received from Ramsden Law on behalf of direct, discuss same, review email and information, call to Chris Erturt of Clayton Utz to discuss further
Sally McByrde	Managing Director	30/10/2013	0.5	550.00	\$ 275.00	Administration	Discussion with Chris Erturt of Clayton Utz re insurance claim and notification to insurers, discuss claim by Peter Drake
Eloa Zuardi	Manager 1	30/10/2013	0.5	345.00	\$ 172.50	Trade-On	Retrieve Loan Management Fees from archive and forward to McGrath

Eloa Zuardi	Manager 1	30/10/2013	0.2	345.00	\$	69.00	Trade-On	Follow up Blue Broking re insurance cover (Professional Indemnity Policy)
Renee Lobb	Director 1	31/10/2013	0.2	485.00	\$	97.00	Trade-On	Review letter from Russell's with their amendments to investors of CPAIF and CPAIF regarding Whyte's recent correspondence. Make amendments and suggestions and send to John Corbett.
Renee Lobb	Director 1	31/10/2013	0.3	485.00	\$	145.50	Trade-On	Discussion with MGN+ regarding staffing and proportions of costs for each funds servicing requirements. Discuss with Ginette Muller also.
Renee Lobb	Director 1	31/10/2013	0.2	485.00	\$	97.00	Employees	Discussion with Ginette Muller regarding staffing. Send email to MGN+ on same.
Renee Lobb	Director 1	31/10/2013	0.4	485.00	\$	194.00	Assets	Discussion with Chris Erfurt at Clayton Utz regarding policy expiry for insurance today and matters to be attended to. Send copy of letter sent to other practitioners regarding retainer and discuss if any further notifications need to be made before policy expiry. Send email to Ginette Muller and Kelly-Anne Trenfield requesting a revision of the initial notification to ensure all points covered.
Renee Lobb	Director 1	31/10/2013	0.2	485.00	\$	97.00	Trade-On	Review and respond to query regarding tax statement.
Renee Lobb	Director 1	31/10/2013	0.3	485.00	\$	145.50	Trade-On	Call investor and answer numerous queries regarding David Whyte recent correspondence.
Renee Lobb	Director 1	31/10/2013	0.3	485.00	\$	145.50	Investigations	Review ASIC outline of argument.
Ginette Muller	Senior Managing Director	31/10/2013	0.5	590.00	\$	295.00	Administration	Email from SCR re Whyte letter to investors. Review and RCL to finalise re audit comments
Ginette Muller	Senior Managing Director	31/10/2013	0.5	590.00	\$	295.00	Administration	Correspondence with Utz and other IP's issues re insurance. Email from BDO re the other funds. Took phone call from McGrath re other funds using staff and equipment at LM.
Eloa Zuardi	Manager 1	31/10/2013	0.2	345.00	\$	69.00	Trade-On	Review various MYOB vouchers and update MYOB
Benjamin Robson	Accountant	31/10/2013	0.3	235.00	\$	70.50	Creditors	Correspondence with Irene Cailing regarding outstanding invoices, provide update to Glenn O'Kearney
Benjamin Robson	Accountant	31/10/2013	0.2	235.00	\$	47.00	Creditors	Correspondence with Zoran of LM regarding loan book outstanding payments and payment confirmations
Glenn O'Kearney	Director 2	31/10/2013	0.1	545.00	\$	54.50	Administration	Laise with BJR regarding consultants register/updates and new invoices.
Kelly-Anne Trenfield	Senior Managing Director	31/10/2013	2.6	590.00	\$	1,534.00	Administration	Review and reallocation of remuneration costs to deal with fund allocations
Eloa Zuardi	Manager 1	31/10/2013	1.0	345.00	\$	345.00	Trade-On	Email in from Kate from Clouds re annual reconciliation for NSW payroll tax for period post appointment (01/07/2012 to 18/03/2013). Phone call out to payroll tax and discuss lodgements made to date and figures. Email to Maribel re annual reconciliation for NSW payroll tax for period pre appointment (01/07/2012 to 18/03/2013). Prepare MYOB voucher for payment of outstanding payroll tax
Joan Springate	Administration	31/10/2013	0.1	130.00	\$	13.00	Administration	Receipt voucher & posting receipt

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 November 2013 to 30 November 2013

Name	Position	Date	Hours	Charge Out Rate	Charge	Task Desc	Narrative
Benjamin Robson	Accountant	01/11/2013	0.3	235 \$	70.50	Creditors	Update Consultants fee register with payment confirmations from Zoran. Correspondence with Zoran regarding payment of remaining King & Wood Mallesons balances
Kelly-Anne Trenfield	Senior Managing Director	01/11/2013	1.5	590 \$	885.00	Administration	Review fees and allocation across funds Emails re sop/fee position and ability of funds to make payment towards outstanding costs Discussion with GOK re fee allocation
Kelly-Anne Trenfield	Senior Managing Director	01/11/2013	0.4	590 \$	236.00	Administration	Email in from David Whyte re access to books and records Review Russell's correspondence to Clouts re confidentiality deed Draft email to David Whyte re access to information
Renee Lobb	Director 1	01/11/2013	0.1	485 \$	48.50	Creditors	Respond to advisor query. Confirm with LM Investment Management Ltd staff to add email to distribution list.
Renee Lobb	Director 1	01/11/2013	0.3	485 \$	145.50	Assets	Review emails and letters sent to three insurers yesterday regarding possible claims. Save all to Insurance folder in file.
Renee Lobb	Director 1	01/11/2013	1.0	485 \$	485.00	Investigations	Fund update on all funds with GINETTE Muller. Discussions regarding how to get paid, proposals for each fund and staffing costs issue.
Renee Lobb	Director 1	01/11/2013	0.3	485 \$	145.50	Assets	Discussion with Chris Erfurt regarding insurance and call to be made to David Whyte. Find email and send to GINETTE Muller. Also find correspondence recently sent by BDO and give copy to Chris.
Renee Lobb	Director 1	01/11/2013	0.3	485 \$	145.50	Assets	General update with Steve Hannan. Discuss issues and updates to be sent out and timing for same.
Renee Lobb	Director 1	01/11/2013	0.3	485 \$	145.50	Assets	Send insurance letter to GINETTE Muller for communication with BDO. make edits as appropriate and resubmit for approval.
Sally McBryde	Managing Director	01/11/2013	0.1	550 \$	55.00	Administration	Email from Chris Erfurt of Clayton Utz enclosing letters to insurers providing further notification of claims under PI policy
John Corbett	Managing Director	04/11/2013	1.0	550 \$	550.00	Administration	Working through general fund matters across the various funds subject to the AFSL and investor communications queries arising from communications sent out last week.
Kelly-Anne Trenfield	Senior Managing Director	04/11/2013	0.2	590 \$	118.00	Administration	Discussion re LMIM funding and apportionment of costs, receipt of legal docs - GOK
Renee Lobb	Director 1	04/11/2013	0.2	485 \$	97.00	Investigations	Review and save to file argument in response to ASIC outline of argument.
Renee Lobb	Director 1	04/11/2013	0.8	485 \$	388.00	Administration	Updating the website for all funds to include updating details liquidation form, 601NC notices, information about tax statements etc.
Renee Lobb	Director 1	04/11/2013	0.2	485 \$	97.00	Trade-On	Review and file email from MGN+ regarding staffing agreement and details of proposal for same.
Renee Lobb	Director 1	04/11/2013	0.2	485 \$	97.00	Trade-On	Respond to investor enquire regarding how to update details. Attach form.
Glenn O'Keamey	Director 2	04/11/2013	0.2	545	109.00	Assets	Follow up MN for loan management fee owing to LM (VA)
Benjamin Robson	Accountant	05/11/2013	0.3	235 \$	70.50	Creditors	Russell's invoice B16193 regarding appeal of decision of Dalton J. Update consultants register
Eloa Zuardi	Manager 1	05/11/2013	1.0	345 \$	345.00	Trade-On	Update cash flow and SOP

John Corbett	Managing Director	05/11/2013	0.5	550	\$	275.00	Administration	Review of breakdown of date FTI costs between funds and implications for audits
John Park	Senior Managing Director	05/11/2013	0.1	590	\$	59.00	Administration	Email in Russell's
Renee Lobb	Director 1	05/11/2013	0.5	485	\$	242.50	Trade-On	Draft response to David Whyte for Ginette Muller. Save down appeal documents and update website for Im finif BDO address.
Renee Lobb	Director 1	05/11/2013	0.2	485	\$	97.00	Assets	Do email response for Ginette Muller for KM regarding insurance.
Eloa Zuardi	Manager 1	05/11/2013	1	345		345.00	Trade-On	Update cash flow and SOP
Benjamin Robson	Accountant	06/11/2013	0.4	235	\$	94.00	Creditors	Email and telephone Correspondence with Nicholas from Telstra discussing charges on Reconciliation of 26/07. Email to Eloa Zuardi outlining charges
Benjamin Robson	Accountant	06/11/2013	0.3	235	\$	70.50	Creditors	King & Wood Mallesons invoice 1594059 discussion of appointment with Glenn O'Keamey. Review of previous invoice appointment
Eloa Zuardi	Manager 1	06/11/2013	0.2	345	\$	69.00	Administration	Phone call and email in from JS re MYOB Entry - Transfer from VA to Liquidation
Eloa Zuardi	Manager 1	06/11/2013	0.2	345	\$	69.00	Trade-On	Review Telstra invoice for payment
Eloa Zuardi	Manager 1	06/11/2013	2.1	345	\$	724.50	Trade-On	Updated fee summary, remuneration and OOPS calculation for period 19 March to 30 September 2013 Draft various invoices for each controllership & Funds
John Corbett	Managing Director	06/11/2013	0.5	550	\$	275.00	Administration	Various general investor correspondence issues across the funds
Christine Alterator	Director 2	06/11/2013	0.2	545		109.00	Assets	Amend calculations of staff time spent assisting MPF Trustees; amend draft invoice
Benjamin Robson	Accountant	07/11/2013	0.4	235	\$	94.00	Creditors	Verification of final Telstra charges and file note on accuracy of invoice
Damian Bender	Managing Director	07/11/2013	3.2	550	\$	1,760.00	Administration	Review draft outline in reply to asic
Eloa Zuardi	Manager 1	07/11/2013	2.0	345	\$	690.00	Trade-On	Updated fee summary, remuneration and OOPS calculation for period 19 March to 30 September 2013 Draft various invoices for each controllership & Funds
Eloa Zuardi	Manager 1	07/11/2013	1.5	345	\$	517.50	Trade-On	Amendments on various invoices for each controllership & Funds. Updated fee summary, remuneration and OOPS calculation for period 19 March to 30 September 2013
John Corbett	Managing Director	07/11/2013	1.0	550	\$	550.00	Administration	Discussions with LM staff on general matters across funds. General LM correspondence including Court Appeal.
Renee Lobb	Director 1	07/11/2013	0.2	485	\$	97.00	Trade-On	Review WGN+ email to Ginette Muller regarding staff cost sharing. Review Ginette Muller response also.
Kelly-Anne Trenfield	Senior Managing Director	07/11/2013	0.1	590		59.00	Trade-On	Review and approve payment
Benjamin Robson	Accountant	08/11/2013	0.2	235	\$	47.00	Creditors	Russell's invoice B16221 regarding LMIM Corporate
John Corbett	Managing Director	08/11/2013	0.5	550	\$	275.00	Administration	Dealing with general matters across the funds including some general investor / advisor correspondence.
Kelly-Anne Trenfield	Senior Managing Director	08/11/2013	0.7	590	\$	413.00	Administration	Review and reallocation of remuneration re fund split GDM re spec purpose liquidator
Benjamin Robson	Accountant	11/11/2013	0.1	235	\$	23.50	Creditors	Follow up Shelley chambers regarding payment of invoice to Hickeys - 116611

Benjamin Robson	Accountant	11/11/2013	0.2	235 \$	47.00	Creditors	MYOB payment to Macquarie Premium Funding for October Insurance instalment
Eloa Zuardi	Manager 1	11/11/2013	1.0	345 \$	345.00	Trade-On	Update cash flow and SOP
Eloa Zuardi	Manager 1	11/11/2013	0.2	345 \$	69.00	Trade-On	Follow up the insurance payment
Renee Lobb	Director 1	11/11/2013	0.2	485 \$	97.00	Creditors	Respond to adviser queries on winding up notice.
Renee Lobb	Director 1	11/11/2013	0.1	485 \$	48.50	Trade-On	Review and file email from David Whyte regarding update for website.
Eloa Zuardi	Manager 1	11/11/2013	1	345	345.00	Trade-On	Update cash flow and SOP
Christine Alterator	Director 2	11/11/2013	0.1	545	54.50	Assets	Draft email to Jarrod at KordaMentha issuing invoice for staff time assisting KM
Eloa Zuardi	Manager 1	12/11/2013	0.5	345 \$	172.50	Creditors	Review ASIC statements re last, review file note from BN request to ASIC to provide us with a detailed statement listing the ACN for each lodgement. Update GOK
Eloa Zuardi	Manager 1	12/11/2013	0.3	345 \$	103.50	Trade-On	Review various ASIC late fees
Eloa Zuardi	Manager 1	12/11/2013	0.2	345 \$	68.00	Administration	Review FUND WIP/OOPS
Glenn O'Kearney	Director 2	12/11/2013	0.1	545 \$	54.50	Administration	Review custody fees. note to LM team.
John Corbett	Managing Director	12/11/2013	0.5	550 \$	275.00	Administration	Covering off on some minor audit matters for the various funds.
Kelly-Anne Trenfield	Senior Managing Director	12/11/2013	2.2	550 \$	1,298.00	Administration	Review remuneration and allocation Review calculations and reporting
Sally McBryde	Managing Director	12/11/2013	0.1	550 \$	55.00	Administration	Payment - check supporting documentation, review invoices and banking voucher for payment to Macquarie for PJ insurance, approve payment
Eloa Zuardi	Manager 1	12/11/2013	0.1	345	34.50	Trade-On	Teistra outstanding invoice
Christine Alterator	Director 2	12/11/2013	0.1	545	54.50	Administration	Email in from Jarrod at KM querying charges for time post Liquidators appointment; draft response and confirm with KAT
Eloa Zuardi	Manager 1	13/11/2013	1.6	345 \$	552.00	Administration	Various discussions re WIP/OOPS amendments. Phone call out to Renee re previous amendments required. Email Sharon and CH. Discuss fees with GOK request EOM September and October figures. Update LMIM operational costs for October. Draft invoices
Eloa Zuardi	Manager 1	13/11/2013	0.5	345 \$	172.50	Trade-On	Various discussions re ASIC invoices re overdue lodgements for MIF.
Renee Lobb	Director 1	13/11/2013	0.2	485 \$	97.00	Investigations	Review email from Clayton Utz regarding insurance matters and directors indemnity for legal costs. send email to Ginette Muller with my comments on proposed actions.
Renee Lobb	Director 1	13/11/2013	0.3	485 \$	145.50	Trade-On	Take First Mortgage Income Fund call regarding tax statements. Advise process. Do draft response for Ginette Muller to quarantined fund enquiry.
Renee Lobb	Director 1	13/11/2013	0.5	485 \$	242.50	Investigations	Review numerous emails regarding inspection of insurance policies. confirm with Ginette Muller still waiting on fee update. Email Chris at Clayton Utz to confirm matters raised and provide draft correspondence to be reviewed to David Whyte.

Brittany Newman	Administration	13/11/2013	0.1	130	13.00	Administration	Mail in from Aizer Plumbing Solutions Pty Ltd - Overdue Account - \$381.74
Benjamin Robson	Accountant	13/11/2013	0.2	235	47.00	Trade-On	Final payment to Telstra
Glenn O'Keamey	Director 2	13/11/2013	0.1	545	54.50	Administration	Review and sign off on payments to Telstra - va period
Benjamin Robson	Accountant	14/11/2013	0.2	235	47.00	Creditors	Review of King & Wood Mallesons statement of accounts and P&K lawyers invoice reviewed and filed
Eloa Zuardi	Manager 1	14/11/2013	0.3	345	103.50	Trade-On	Various discussions re WIP/OOPS amendments. Phone call out to Renee re previous amendments required. Email Sharon and CH. Discuss fees with GOK
Eloa Zuardi	Manager 1	14/11/2013	1.5	345	517.50	Trade-On	Various discussions re WIP/OOPS amendments. Phone call out to Renee re previous amendments required. Email Sharon and CH. Discuss fees with GOK
Eloa Zuardi	Manager 1	14/11/2013	0.6	345	207.00	Trade-On	Request EOM September figures. Prepare draft invoices October 2013 and supporting docs.
Eloa Zuardi	Manager 1	14/11/2013	0.2	345	69.00	Trade-On	Various emails in re ASIC invoices
Eloa Zuardi	Manager 1	14/11/2013	0.2	345	69.00	Trade-On	D H Flinders invoice 14044 to LM Investment Management Limited
Ginette Muller	Senior Managing Director	14/11/2013	1.0	590	590.00	Administration	Insurance emails from DW to DW. Call Chris Erfurt. Provide RCL with update and discuss issues.
John Corbett	Managing Director	14/11/2013	0.5	550	275.00	Administration	ASIC costs. Queries - reviewing of listing for allocation across funds.
Kelly-Anne Trenfield	Senior Managing Director	14/11/2013	0.2	590	118.00	Administration	Review and file emails Discussion with GOK re fee allocation
Renee Lobb	Director 1	14/11/2013	0.3	485	145.50	Investigations	Discussions with Ginette Muller and Chris Erfurt regarding inspection of policy documents by Whyte.
Renee Lobb	Director 1	14/11/2013	0.5	485	242.50	Investigations	Discussion with Chris Erfurt regarding meeting this afternoon and potential conflicts. Draft letter and acknowledgement to be signed by attendees to note documents are being viewed on a strictly without prejudice basis.
Renee Lobb	Director 1	14/11/2013	1.6	485	776.00	Investigations	Meeting with David Whyte, David Schwarz and Chris Erfurt regarding insurance matters, cooperative approach and inspection of notification documents.
Sally McBryde	Managing Director	14/11/2013	0.1	550	55.00	Administration	Discussions with GOK re status of fees, invoicing of funds, payments and receivers position
Eloa Zuardi	Manager 1	15/11/2013	0.2	345	69.00	Trade-On	request EOM September and October figures. Update LMIM operational costs for October. Draft invoices
Eloa Zuardi	Manager 1	15/11/2013	0.3	345	103.50	Creditors	Various emails in re ASIC invoices outstanding
Eloa Zuardi	Manager 1	15/11/2013	0.2	345	69.00	Trade-On	Email out to John Corbett re D H Flinders Invoice 14044
Eloa Zuardi	Manager 1	15/11/2013	0.5	345	172.50	Trade-On	Final October invoices for MIF and AIF
Kelly-Anne Trenfield	Senior Managing Director	15/11/2013	0.1	590	59.00	Administration	Review and approve payment
Benjamin Robson	Accountant	15/11/2013	0.2	235	47.00	Trade-On	Final payment to Aizer. Update Purchase Order register
Eloa Zuardi	Manager 1	18/11/2013	0.5	345	172.50	Trade-On	Amended invoices as requested. LM FMIF/LM AIF

Glenn O'Kearney	Director 2	18/11/2013	0.1	545 \$	54.50	Trade-On	Sign of payment consultant regarding committee meetings.
John Corbett	Managing Director	18/11/2013	1.0	550 \$	550.00	Administration	Covering a range of general administrative matters including audits, fund expenses and general correspondence.
Renee Lobb	Director 1	18/11/2013	0.1	485 \$	48.50	Trade-On	Respond to generic query regarding adviser change.
Renee Lobb	Director 1	18/11/2013	0.1	485 \$	48.50	Trade-On	Respond to general investor query.
Glenn O'Kearney	Director 2	18/11/2013	0.1	545	54.50	Trade-On	Sign off payments VA period/ .1
Eloa Zuardi	Manager 1	19/11/2013	0.5	345 \$	172.50	Trade-On	Various discussions with GOK re WIPOOPS Prepare Monthly invoices for period 19/03/13 to 31/10/13 and supporting documents. Prepare excel file re WIP/OOPS for each period.
Kelly-Anne Trenfield	Senior Managing Director	19/11/2013	0.2	590 \$	118.00	Administration	Discussion with Gok re invoicing and cost recovery claims
Kelly-Anne Trenfield	Senior Managing Director	19/11/2013	0.1	590 \$	59.00	Administration	Review and approve payment
Renee Lobb	Director 1	19/11/2013	0.1	485 \$	48.50	Trade-On	Respond to general investor enquiry regarding change of ownership.
Benjamin Robson	Accountant	19/11/2013	0.1	235	23.50	Administration	Mail out cheque Telstra
Eloa Zuardi	Manager 1	20/11/2013	0.5	345 \$	172.50	Creditors	Email out to Industry Fund credit control re correspondence re super funds and employees super not paid to date. Draft response
Eloa Zuardi	Manager 1	20/11/2013	1.0	345 \$	345.00	Trade-On	Various discussions with GOK re WIPOOPS Prepare Monthly invoices for period 19/03/13 to 31/10/13 and supporting documents. Prepare excel file re WIP/OOPS for each period.
Renee Lobb	Director 1	20/11/2013	0.2	485 \$	97.00	Trade-On	Update with Chris Ertur and Ginette Muller regarding meeting after hearing.
Benjamin Robson	Accountant	21/11/2013	0.2	235 \$	47.00	Creditors	Update consultants register with payment confirmations and reconcile Clayton Utz and King & Wood Mallesons statements with payments made
Eloa Zuardi	Manager 1	21/11/2013	1.0	345 \$	345.00	Trade-On	Prepare Monthly invoices for period 19/03/13 to 31/10/13 and supporting documents. Prepare excel file re WIP/OOPS for each period.
Glenn O'Kearney	Director 2	21/11/2013	0.5	545 \$	272.50	Administration	Reconcile LMIM/OOPS regarding allocation to funds. recommendation from Eloa and reply.
Glenn O'Kearney	Director 2	21/11/2013	1.5	545 \$	817.50	Assets	Consider allocation expenses issues for FUND COSTS - RE time etc. prepare note for Kelly for further discussions.
Kelly-Anne Trenfield	Senior Managing Director	21/11/2013	0.1	590 \$	59.00	Administration	GDM re payment to clayton Utz
Renee Lobb	Director 1	21/11/2013	0.2	485 \$	97.00	Investigations	Emails and review of same with Ginette Muller regarding insurance matters and payment of Clayton Utz costs.
Renee Lobb	Director 1	21/11/2013	0.2	485 \$	97.00	Trade-On	Respond to enquiries covering numerous funds.
Kelly-Anne Trenfield	Senior Managing Director	22/11/2013	0.2	590 \$	118.00	Administration	GOK re fee distribution review costs outstanding to clayton Utz; update to gdm
Renee Lobb	Director 1	22/11/2013	0.1	485 \$	48.50	Trade-On	Respond to generic query regarding tax statement.
Renee Lobb	Director 1	22/11/2013	0.4	485 \$	194.00	Trade-On	Call ASIC regarding audit requirement for ARLF. Get information.
Renee Lobb	Director 1	22/11/2013	0.2	485 \$	97.00	Administration	Send database updates to LM Investment Management Ltd staff and send CPAIF tax returns to LM Investment Management Ltd per John Corbett request.
Renee Lobb	Director 1	22/11/2013	0.5	485 \$	242.50	Trade-On	Responding to numerous general enquiries from investors.

Andrew Weatherley	Director 2		25/11/2013	0.1	545 \$	54.50	Trade-On	Michelle- Austral email regarding requirements for insolvency apt, fwd to Review perv emails, fwd to JC
Eloa Zuardi	Manager 1		25/11/2013	0.5	345 \$	172.50	Trade-On	Prepare Monthly invoices for period 19/03/13 to 31/10/13 and supporting documents. Prepare excel file re WIP/OOPS for each period.
John Corbett	Managing Director		25/11/2013	2.0	550 \$	1,100.00	Administration	Dealing with general fund administration - ASIC matters regarding closure of funds, YTD costs and invoicing.
Renee Lobb	Director 1		25/11/2013	0.1	485 \$	48.50	Trade-On	Respond to investor general query, request which fund invested in to tailor response.
Christine Alterator	Director 2		25/11/2013	0.1	545	54.50	Assets	Review account for payment of invoice from MPP; draft email to JV requesting timing of payment
John Corbett	Managing Director		26/11/2013	1.0	550 \$	550.00	Administration	Invoicing with various emails across the remaining funds - covering audits,
Kelly-Anne Trenfield	Senior Managing Director		26/11/2013	0.1	590 \$	59.00	Administration	Discussion with GDM re books and records application for directions
Renee Lobb	Director 1		26/11/2013	0.5	485 \$	242.50	Administration	Catch up with John Corbett regarding audit queries and issues raised by EY and potential 2 week period down coast to resolve same, discuss AIF update and follow up slave on distribution spread sheet and get Shauna to draft RG 45 update for AIF.
Eloa Zuardi	Manager 1		26/11/2013	0.2	345	69.00	Trade-On	Follow up Clouts re FEG - Deed of Advance
Christine Alterator	Director 2		26/11/2013	0.1	545	54.50	Assets	Phone Call from GOK regarding funds received into bank account; advise related invoice details; email out to JV confirming receipt of payment
Eloa Zuardi	Manager 1		27/11/2013	0.5	345 \$	172.50	Trade-On	Phone call in from Kate and discussions re FEG - Deed of Advance. Advise SAMGOK expected date to pay liquidators.
John Corbett	Managing Director		27/11/2013	0.5	550 \$	275.00	Administration	General matters (emails, invoices) across LM funds.
Renee Lobb	Director 1		27/11/2013	0.2	485 \$	97.00	Investigations	Speak with John Corbett and review email regarding audit meeting on Monday.
Renee Lobb	Director 1		27/11/2013	0.2	485 \$	97.00	Investigations	With Ghreite Muller regarding hearing tomorrow and details of how we found out BOQ deal fell over. Discuss with John Corbett also.
Sally McBryde	Managing Director		27/11/2013	0.1	550 \$	55.00	Trade-On	Follow up FEG repayment of advances to employees
John Corbett	Managing Director		28/11/2013	0.5	550 \$	275.00	Administration	Organisation of matters to allow for resolution of audit issues across the funds under audit by EY
Kelly-Anne Trenfield	Senior Managing Director		28/11/2013	3.8	590 \$	2,242.00	Administration	Preparation for and attendance at court re books and records directions re application for dissemination of records
Kelly-Anne Trenfield	Senior Managing Director		28/11/2013	0.2	590 \$	118.00	Administration	Call in from AJT re court appearance; call in from Sean Russell request member details ahead of court appearance
Andrew Weatherley	Director 2		29/11/2013	0.1	545 \$	54.50	Trade-On	Prepare and send email to Irene/Lucy- LM to pay Austral reg fee Email from/to Michelle- Austral regarding o/s invoice
Benjamin Robson	Accountant		29/11/2013	0.2	235 \$	47.00	Creditors	King & Wood Mallesons invoice 1552208
Renee Lobb	Director 1		29/11/2013	0.1	485 \$	48.50	Trade-On	Send database updates to LM Investment Management Ltd staff.
Renee Lobb	Director 1		29/11/2013	0.1	485 \$	48.50	Trade-On	Respond to investor enquiry. Request LM Investment Management Ltd to update details.
Eloa Zuardi	Manager 1		29/11/2013	0.2	345	69.00	Trade-On	Prepare MYOB receipt voucher re funds received

Kelly-Anne Trenfield	Senior Managing Director	30/11/2013	0.1	590	\$	59.00	Administration	Email in re mediation results
\$ 29,936.50								

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 December 2013 to 31 December 2013

Name	Position	Date	Hours	Charge Out Rate	Charge	Task Desc	Narrative
Andrew Weatherley	Director 2	02/12/2013	0.1	545.00	54.50	Trade-On	Emails with Lucy, LM and EBZ regarding Austrac invoice and to do, fwd original to EBZ
Eloa Zuardi	Manager 1	02/12/2013	0.3	345.00	103.50	Trade-On	Email to JS re new a/c to be opened for MPF. Draft let to CBA
Eloa Zuardi	Manager 1	02/12/2013	0.2	345.00	69.00	Creditors	Prepare payment AUSTRAC 2013-2014 Levy Invoices & Removal from RE Roll (Ref: 100011353)
Renee Lobb	Director 1	02/12/2013	0.1	485.00	48.50	Trade-On	Request database update per investor request.
Renee Lobb	Director 1	02/12/2013	2.7	485.00	1,309.50	Administration	Travel to and from premises for audit meeting.
Glenn O'Kearney	Director 2	02/12/2013	0.1	545.00	54.50	Trade-On	Review and approve payment Austrac.
Mohamed Almulla	Senior Accountant 2	02/12/2013	0.2	325.00	65.00	Administration	Scan bank statements to H Drive e
Mohamed Almulla	Senior Accountant 2	02/12/2013	0.5	325.00	162.50	Administration	Payment queries - forms etc.
Christine Alterator	Director 2	02/12/2013	0.4	545.00	218.00	Administration	Email supporting invoices to Sean at Russell's regarding MPF indemnity claim
Eloa Zuardi	Manager 1	03/12/2013	1.0	345.00	345.00	Trade-On	Update cash flow
Eloa Zuardi	Manager 1	03/12/2013	0.2	345.00	69.00	Creditors	Invoice in from PCW 3322795
Renee Lobb	Director 1	03/12/2013	0.1	485.00	48.50	Trade-On	Respond to tax statement query.
Benjamin Robson	Accountant	03/12/2013	0.2	235.00	47.00	Creditors	Provide Irene Calling with updated outstanding invoices
Benjamin Robson	Accountant	03/12/2013	0.3	235.00	70.50	Creditors	Amended King & Wood Melleasons invoice received and apportioned into register, Email to S Tickner requesting payment
Benjamin Robson	Accountant	03/12/2013	0.1	235.00	23.50	Administration	Mail in Superannuation fund
Kelly-Anne Trenfield	Senior Managing Director	03/12/2013	0.6	590.00	354.00	Administration	Emails in re legal invoices and payments to Counsel Email in re costs assessment of Tucker and Cowen costs; draft response to Russell's Read transcript Emails in/out; review and update to do list
Eloa Zuardi	Manager 1	03/12/2013	0.2	345.00	69.00	Trade-On	Update cash flow
Eloa Zuardi	Manager 1	03/12/2013	0.6	345.00	207.00	Employees	Various emails in/out to Simone from Industry Funds Credit Control in relation to various employee's super outstanding/paid. Update re termination dates etc.
Eloa Zuardi	Manager 1	04/12/2013	0.5	345.00	172.50	Trade-On	Update SOP and cash flow
Eloa Zuardi	Manager 1	04/12/2013	0.2	345.00	69.00	Creditors	Payment of Austrac
Andrew Weatherley	Director 2	04/12/2013	0.1	545.00	54.50	Administration	Call from ASIC regarding Simon Tickner interview and info Search file and email eng staff queries on role

Andrew Weatherley	Director 2	04/12/2013	0.1	545.00	54.50	Administration	JC email regarding S Tickner, email to P Mines- ASIC
Renee Lobb	Director 1	04/12/2013	0.3	485.00	145.50	Investigations	Speak with Clayton Utz regarding their fees, outcome of Managed Performance Fund hearing and insurance update from David Whyte. Follow up Kelly-Anne Trenfield regarding timing of fees and respond to Clayton Utz.
Renee Lobb	Director 1	04/12/2013	0.1	485.00	48.50	Trade-On	Send address updates to LM Investment Management Ltd.
Benjamin Robson	Accountant	04/12/2013	1.0	235.00	235.00	Creditors	Payment of Russell's Counsel Fees for Invoices B16042 and Law in Order document production on Russell's invoices 15201 and 15450. Reconcile bills paid from consultants register
Kelly-Anne Trenfield	Senior Managing Director	04/12/2013	0.1	590.00	59.00	Administration	Review and approve payment - fund related
Christine Alterator	Director 2	04/12/2013	0.1	545.00	54.50	Administration	Review payment of AUSTRAC fees
Eloa Zuardi	Manager 1	04/12/2013	0.2	345.00	69.00	Trade-On	Update SOP and cash flow
Renee Lobb	Director 1	05/12/2013	0.3	485.00	145.50	Trade-On	Respond to queries from investors regarding unit pricing and to Shauna regarding same. Find transcript and send to Shane Roberts per Ginette Muller request and correspond with SMD's regarding ASIC meeting.
Renee Lobb	Director 1	05/12/2013	0.2	485.00	97.00	Trade-On	Review and respond to emails trying to make a time to meet with ASIC. Respond to Leah at ASIC regarding week after next availability.
Renee Lobb	Director 1	05/12/2013	0.5	485.00	242.50	Trade-On	Catch up with John Corbett regarding outstanding issues of ASIC meeting, unit price reduction and audit queries.
Renee Lobb	Director 1	05/12/2013	0.3	485.00	145.50	Trade-On	Respond to investor emails. Take call with yellow pages regarding details.
Renee Lobb	Director 1	05/12/2013	0.1	485.00	48.50	Trade-On	Arrange conference with ASIC.
Benjamin Robson	Accountant	05/12/2013	0.1	235.00	23.50	Administration	Mail in Norton Rose
Ginette Muller	Senior Managing Director	05/12/2013	1.0	590.00	590.00	Administration	Review outstanding issues and consider handover to KAT fully. Emails from JC regarding ASIC, responses to RCL and KAT. Continue to assess each of the issues that can be handed over. Review emails in and out requesting information including David Whyte and his next circular. Shane Roberts and general queries regarding where matters sit.
Renee Lobb	Director 1	06/12/2013	0.1	485.00	48.50	Administration	Update website for CPAIF/ICPAIF unit price revision standpoint.
Renee Lobb	Director 1	06/12/2013	0.1	485.00	48.50	Administration	Respond to LM Investment Management Ltd staff enquiry.
Kelly-Anne Trenfield	Senior Managing Director	06/12/2013	0.2	590.00	118.00	Administration	Emails in re ASIC meeting; emails in re legal invoices
Renee Lobb	Director 1	09/12/2013	0.1	485.00	48.50	Assets	Send email to John Corbett and Ginette Muller regarding return of trust account authority documents.

Mohamed Alnulla	Senior Accountant 2	09/12/2013	0.5	325.00	162.50	Administration	Review payment approvals and send to LM - review other matters. Review advice from Paden/Doyle re indemnity claim and ability to compromise; draft response to Ashley Tiplady re instructions re advisors Email from and response to Jarrod Villani re status of caveat withdrawals Gok re status of service agreement; GDM re status of insurance; Jarrod Villani re status of advice on quarantined funds
Kelly-Anne Trenfield	Senior Managing Director	09/12/2013	0.4	590.00	238.00	Administration	Correspondence out - KAT regarding the insurance issues pertaining to the LM matters and how to go about a handover. Send signed trust documents back to LM Investment Management Ltd. Arrange courier.
Ginette Muller	Senior Managing Director	09/12/2013	0.5	590.00	296.00	Administration	Adjustment to register - overpayment of Russell's fees. Review of Norton rose statement
Renee Lobb	Director 1	10/12/2013	0.1	485.00	48.50	Trade-On	Phone call in from Kate re FEG payments and PAYG summaries provided
Benjamin Robson	Accountant	10/12/2013	0.3	235.00	70.50	Creditors	Mail in from Norton Rose Fulbright - Statement as at 6 December 2013
Eloa Zuardi	Manager 1	10/12/2013	0.5	345.00	172.50	Trade-On	Email from Clouits re advance to employee and treatment for PAYG purposes, consider and respond
Brittany Newman	Administration	10/12/2013	0.1	130.00	13.00	Administration	Discussion with staff member and response thereto, regarding current progress of administration; strategy and further action to be taken.
Sally McBryde	Managing Director	10/12/2013	0.1	550.00	55.00	Employees	Take call from adviser; Answer queries on multiple funds and provide update.
Sally McBryde	Managing Director	10/12/2013	0.1	550.00	55.00	Administration	Insurance payment
Renee Lobb	Director 1	11/12/2013	0.2	485.00	97.00	Trade-On	Follow up ASIC re updated statement listing Coys ACN to be identified.
Eloa Zuardi	Manager 1	11/12/2013	0.2	345.00	69.00	Trade-On	Mail in from ASIC - Invoice Statement 1 Dec 2013
Eloa Zuardi	Manager 1	11/12/2013	0.5	345.00	172.50	Trade-On	Emails in re quarantined funds; emails in re insurance MPF/Madison creditor claims from and response to JV re quarantined funds issue; email in from Russell's re release of advice
Brittany Newman	Administration	11/12/2013	0.1	130.00	13.00	Administration	Payment - check supporting documentation, review invoices and banking voucher for payment to Macquarie Premium Funding, approve payment
Kelly-Anne Trenfield	Senior Managing Director	11/12/2013	0.3	590.00	177.00	Administration	Review of ASIC agenda for Tuesday's meeting.
Sally McBryde	Managing Director	11/12/2013	0.1	550.00	55.00	Administration	Sign caveat release
Renee Lobb	Director 1	12/12/2013	0.2	485.00	97.00	Trade-On	Arrange execution of and delivery of caveat withdrawal to Jarrod Villani
John Park	Senior Managing Director	12/12/2013	0.1	590.00	59.00	Administration	
Kelly-Anne Trenfield	Senior Managing Director	12/12/2013	0.1	590.00	59.00	Administration	

Kelly-Anne Trenfield	Senior Managing Director	12/12/2013	0.1	590.00	59.00	Administration	email in re ASIC meeting; request meeting re prep and update to ASIC
Brittany Newman	Administration	12/12/2013	0.4	130.00	52.00	Administration	Call to ASIC following up Statement listing each lodgement for LMM re originally requested August 2013. Prepare file note 8974fn
Eloa Zuardi	Manager 1	13/12/2013	0.2	345.00	69.00	Trade-On	Phone call in and email from JS re insurance payment
Eloa Zuardi	Manager 1	13/12/2013	0.2	345.00	69.00	Trade-On	Correspondence in from Barwon Heads Development
Renee Lobb	Director 1	13/12/2013	0.1	485.00	48.50	Administration	Inform ASIC of meeting attendees for Thursday meeting.
Renee Lobb	Director 1	13/12/2013	0.2	485.00	97.00	Trade-On	Review and respond to, forward on some investor queries regarding LM Investment Management Ltd.
Kelly-Anne Trenfield	Senior Managing Director	13/12/2013	0.7	590.00	413.00	Administration	Review agenda re meeting with ASIC; prepare outline of response to queries not being addressed by fund team; review summary of fund status
Kelly-Anne Trenfield	Senior Managing Director	13/12/2013	0.1	590.00	59.00	Administration	emails in re meeting with ASIC to discuss status of funds
Renee Lobb	Director 1	16/12/2013	0.1	485.00	48.50	Administration	Arrange catch up pre ASIC meeting.
Eloa Zuardi	Manager 1	16/12/2013	0.2	345.00	69.00	Trade-On	Advise Lucy status of Payment for - D H Flinders invoice 14044
Eloa Zuardi	Manager 1	16/12/2013	0.2	345.00	69.00	Trade-On	Follow up Kate re LMA FEG Payments
Benjamin Robson	Accountant	16/12/2013	0.8	235.00	141.00	Creditors	Payment confirmation received from I Calling - register updated. Preparation of remaining LMM Corporate invoices outstanding for Glenn O'Kearney, filing of invoices and creditor statements.
Kelly-Anne Trenfield	Senior Managing Director	16/12/2013	0.4	590.00	236.00	Administration	Call to AJT re hearing; update to JRP and team arrangements re meeting with ASIC Review account from Holman Webb; email same to Russell's with commentary
Kelly-Anne Trenfield	Senior Managing Director	16/12/2013	0.2	590.00	118.00	Administration	Planning; to do list review affidavits from SMV
John Corbett	Managing Director	16/12/2013	0.5	550.00	275.00	Administration	Preparation for meeting with ASIC
Ginette Muller	Senior Managing Director	16/12/2013	0.6	590.00	295.00	Administration	Update from KAT on MPF settlement and therefore payment of legal to Mark Walker. Note RCL comments accordingly. Email from Simon Tickner on his ASIC investigation and request for records. Read and email KAT/JC.
Eloa Zuardi	Manager 1	17/12/2013	0.2	345.00	69.00	Trade-On	Phone call in from Trevor re LMM Company Search
Eloa Zuardi	Manager 1	17/12/2013	0.2	345.00	69.00	Trade-On	Follow up JS re NZ Cheques to be deposited
Eloa Zuardi	Manager 1	17/12/2013	1.0	345.00	345.00	Trade-On	Follow up EOM November figures from Ben Fisher and prepare invoices + supporting docs to be issued to AIF and MIF
Brittany Newman	Administration	17/12/2013	0.3	130.00	39.00	Administration	Call to ASIC following up call 12 December 2013. Prepare 8974fn-48.

Kelly-Anne Trenfield	Senior Managing Director	17/12/2013	1.6	590.00	944.00	Administration	Catch-up/planning for ASIC meeting with JDC/RCL attending ASIC meeting re status of funds
Kelly-Anne Trenfield	Senior Managing Director	17/12/2013	0.1	590.00	59.00	Assets	Emails in re Lifestyle caveat and request re removal; arrange execution and witnessing
Kelly-Anne Trenfield	Senior Managing Director	17/12/2013	0.1	590.00	59.00	Administration	Email from and response to Simon Tickner re information requested by ASIC x 2
Kelly-Anne Trenfield	Senior Managing Director	17/12/2013	0.1	590.00	59.00	Administration	Call in from seen Russell; email to team re update on fund receipt
John Corbett	Managing Director	17/12/2013	1.5	550.00	825.00	Administration	Meeting with ASIC
Renee Lobb	Director 1	17/12/2013	0.1	485.00	48.50	Investigations	Email Steve regarding review of WU docs received for audit information.
Renee Lobb	Director 1	17/12/2013	0.5	485.00	242.50	Administration	Pre ASIC meeting to discuss agenda on all LM Investment Management Ltd Funds.
Renee Lobb	Director 1	17/12/2013	1.5	485.00	727.50	Trade-On	Meeting with Kelly-Anne Trenfield, John Corbett and ASIC regarding agenda items across all funds.
Ginette Muller	Senior Managing Director	17/12/2013	0.2	590.00	118.00	Administration	External correspondence in final; Check and execute document; send to mail following close inspection and approval of enclosures and content to Stephen Russell regarding the result of the costs hearing on FMIF.
Eloa Zuardi	Manager 1	18/12/2013	0.2	345.00	69.00	Trade-On	Email in from Simon re op costs invoices
Brittany Newman	Administration	18/12/2013	0.1	130.00	13.00	Administration	Mail in from Computershare - Statement
John Corbett	Managing Director	18/12/2013	0.5	550.00	275.00	Administration	Responding to queries from the ASIC meeting
Renee Lobb	Director 1	18/12/2013	0.3	485.00	145.50	Investigations	Take call with ASIC and answer queries.
Renee Lobb	Director 1	18/12/2013	0.2	485.00	97.00	Investigations	Send information requested to ASIC.
Glenn O'Keamey	Director 2	18/12/2013	1.0	545.00	545.00	Administration	Discussions with Mark Waller of Clayton Utz regarding invoices. review invoices and recommendation to Kelly. arrange payment of Clayton Utz invoice. review Russell's payments of corporate invoices. follow up Russell's regarding funds received. review online accounts and review cash flow regarding funds available to meet costs.
Eloa Zuardi	Manager 1	18/12/2013	0.3	345.00	103.50	Employees	Phone call in from Employee Devi Pillay. I called Kate re pending information for her claim, she was advised unaware of pending docs.
Benjamin Robson	Accountant	19/12/2013	0.5	235.00	117.50	Creditors	Finalise payment to Clayton UTZ for MPF portobris of invoices. Finalise and submit payment to Russell's and Norton Rose, update register
Eloa Zuardi	Manager 1	19/12/2013	1.5	345.00	517.50	Trade-On	Prepare various receipt vouchers, Create summary of fees listing all invoices issued to date and outstanding liability
Renee Lobb	Director 1	19/12/2013	0.1	485.00	48.50	Trade-On	Respond to investor enquiry regarding updating details.

Glenn O'Kearney	Director 2	19/12/2013	0.3	545.00	163.50	Assets	Discussion Ashley regarding allocation issues
Eloa Zuardi	Manager 1	20/12/2013	0.5	345.00	172.50	Administration	Invoice in from Info Capital. Phone call out to Irene re services provided re advisory for funds MPF and AIF.
Benjamin Robson	Accountant	24/12/2013	0.1	235.00	23.50	Administration	Mail in Russell's invoice
Benjamin Robson	Accountant	24/12/2013	1.0	235.00	235.00	Creditors	Invoices received from Russell's B 16661, B 16657, B 16658 apportioned and entered into register - hard copy filed
Kelly-Anne Trenfield	Senior Managing Director	24/12/2013	0.1	590.00	59.00	Administration	Review and approve payment - legal re role as RE
Kelly-Anne Trenfield	Senior Managing Director	24/12/2013	0.1	590.00	59.00	Administration	emails in re costs judgement; review and notes re planning for disbursements of funds
Benjamin Robson	Accountant	30/12/2013	0.1	235.00	23.50	Administration	Mail In The Trust Company
Kelly-Anne Trenfield	Senior Managing Director	31/12/2013	0.3	590.00	177.00	Administration	Discussion with GOK re statement of position, legal fees and payment of outstanding costs

LM Investment Management Ltd (In Liquidation) - Calculation of Category 2 Remuneration 1 January 2014 to 31 March 2014

Name	Position	Date	Hours	Charge Out Rate	Charge	Task Desc	Narrative
Eloa Zuardi	Sr. Consult I	06/01/2014	2.0	345.00	\$ 690.00	Trade-On	Update cash flow for December month
Eloa Zuardi	Sr. Consult I	06/01/2014	0.2	345.00	\$ 69.00	Administration	Email to BUR re FOS Membership Monthly
Eloa Zuardi	Sr. Consult I	06/01/2014	0.2	345.00	\$ 69.00	Creditors	POD received from Telstra
Eloa Zuardi	Sr. Consult I	06/01/2014	0.3	345.00	\$ 103.50	Creditors	Email to Irene re various invoices addressed to funds
Eloa Zuardi	Sr. Consult I	06/01/2014	1.0	345.00	\$ 345.00	Trade-On	EOM December 2013 Figures received from Ben Fisher. Prepare AIF/MIF Invoices re operational costs.
Renee Lobb	Director	06/01/2014	0.1	485.00	\$ 48.50	Administration	Review letters received and scan and send to LM Investment Management Ltd for response.
Benjamin Robson	Associate II	06/01/2014	1.0	235.00	\$ 235.00	Creditors	Update Constitutants register with all invoices and include payments made to Russell's regarding indemnity claim. Prepare receipt voucher for balance of funds received by oty
Benjamin Robson	Associate II	06/01/2014	0.3	235.00	\$ 70.50	Creditors	Payment confirmations received and reviewed from I Calling regarding Pikes and Verskers invoices. Update to register
Benjamin Robson	Associate II	06/01/2014	0.4	235.00	\$ 94.00	Creditors	Clayton Uz Invoices 3783421 reviewed and apportioned. Payment request sent to LM
Benjamin Robson	Associate II	06/01/2014	0.4	235.00	\$ 94.00	Creditors	King and Wood Mallesons Invoices 1555008 reviewed and apportioned. Payment request sent to LM
Benjamin Robson	Associate II	06/01/2014	0.2	235.00	\$ 47.00	Creditors	Review of Russell's Invoices paid to match statement. Reconciliation of Invoices
Eloa Zuardi	Sr. Consult I	07/01/2014	0.5	345.00	\$ 172.50	Trade-On	Email to BN re breakdown of \$ and identification of Coys received from ASIC. Advise Fiona
Eloa Zuardi	Sr. Consult I	07/01/2014	0.5	345.00	\$ 172.50	Trade-On	Email to Simon re LM FMI/F/LM AIF - December Invoices
Benjamin Robson	Associate II	07/01/2014	0.2	235.00	\$ 47.00	Administration	Follow up Joan Springate at request of Eloa Zuardi to see if new LM account opened at CBA
Glenn O'Keamey	Senior Director	07/01/2014	0.1	545.00	\$ 54.50	Administration	Discuss wip info/data with Kelly.
Eloa Zuardi	Sr. Consult I	08/01/2014	0.3	345.00	\$ 103.50	Administration	Email to BN re reconciliation received from ASIC, listing all outstanding invoices as per latest statement received.
Benjamin Robson	Associate II	08/01/2014	0.2	235.00	\$ 47.00	Administration	Correspondence with Joan Springate regarding account open request. Call from Joan Springate regarding Russell's cheque receipt lodgement.
Eloa Zuardi	Sr. Consult I	09/01/2014	0.5	345.00	\$ 172.50	Administration	Bank reconciliations/Update MYOB transactions
Renee Lobb	Director	09/01/2014	0.2	485.00	\$ 97.00	Administration	Call ABS and advise cannot complete the building activity collection request as in liquidation.
Eloa Zuardi	Sr. Consult I	10/01/2014	0.2	345.00	\$ 69.00	Administration	File review with GOK
Eloa Zuardi	Sr. Consult I	10/01/2014	0.5	345.00	\$ 172.50	Trade-On	Discuss with BN reconciliation to be prepared re info received from ASIC, listing all outstanding invoices as per latest statement received.
Eloa Zuardi	Sr. Consult I	10/01/2014	0.1	345.00	\$ 34.50	Administration	Email in re ASIC invoices
Renee Lobb	Director	10/01/2014	0.2	485.00	\$ 97.00	Trade-On	Take general call from property agent regarding properties and sell down. Revert to Receivers.
Brittany Newman	Admin I	10/01/2014	1.0	130.00	\$ 130.00	Administration	Prepare 8874 ASIC Invoice Statement Reconciliation
Christine Alterator	Senior Director	10/01/2014	1.2	545.00	\$ 654.00	Administration	Download November WIP and OOPS and prepare Monthly fee summary
Renee Lobb	Director	13/01/2014	0.1	485.00	\$ 48.50	Administration	Respond to investor enquiry and fwd to LM Investment Management Ltd change of address request.
Renee Lobb	Director	13/01/2014	0.2	485.00	\$ 97.00	Trade-On	Review and respond to two general requests for updates across funds.
Eloa Zuardi	Sr. Consult I	13/01/2014	1.5	345.00	\$ 517.50	Trade-On	Update cash flow
Eloa Zuardi	Sr. Consult I	13/01/2014	0.5	345.00	\$ 172.50	Administration	Review fees to be excluded from WIP re investors meeting
Kelly-Anne Trentfield	Sr Managing Dir	13/01/2014	0.5	590.00	\$ 295.00	Administration	Email in from Peter Schmidt re information request from ASIC Teleconferences with John Newby and Trent Franklin re merger with Perpetual emails in asc notices; review email in re baronsands payment
John Corbett	Sr Managing Dir	13/01/2014	0.3	590.00	\$ 177.00	Administration	Teleconferences with Trust Company
John Corbett	Managing Dir	13/01/2014	1.0	550.00	\$ 550.00	Trade-On	Working through a variety of general fund matters across CPF, AIF and ASPF from the previous week
Sally McBryde	Managing Dir	13/01/2014	0.2	550.00	\$ 110.00	Administration	Consider email re U Own Storage subpoena; respond to BN with instructions
Renee Lobb	Director	14/01/2014	0.1	485.00	\$ 48.50	Trade-On	Respond to general query regarding update on LM Investment Management Ltd. Request specific fund file client is invested in to enable a response.

Christine Alterator	Senior Director	14/01/2014	0.8	545.00	\$	436.00	Investigations	Review emails in from Peter at Norton Rose regarding ASIC notices; review previous information and draft response; review new notices and email Simon Tickner requesting assistance
Kelly-Anne Trenfield	Sr Managing Dir	14/01/2014	0.2	590.00	\$	118.00	Administration	Call to Sean Russell re B&R; review email in re access and discuss with CMA emails in re basic requests for records
Kelly-Anne Trenfield	Sr Managing Dir	14/01/2014	0.1	590.00	\$	59.00	Administration	emails in re basic requests for records and provision of information
John Park	Sr Managing Dir	14/01/2014	0.2	590.00	\$	118.00	Administration	Emails in Norton Rose
John Corbett	Managing Dir	14/01/2014	0.5	550.00	\$	275.00	Trade-On	General administrative issues across the funds
Kelly-Anne Trenfield	Sr Managing Dir	14/01/2014	0.1	590.00	\$	59.00	Administration	Emails in re basic requests for records and provision of information
Brittany Newman	Admin I	14/01/2014	0.1	130.00		13.00	Administration	Mail in from Alzer Plumbing Solutions Pty Ltd - Tax Invoice AP000849:01 dated 28 May 2013
Renee Lobb	Director	15/01/2014	0.4	485.00	\$	194.00	Trade-On	Provide update on all funds to investor representative.
John Corbett	Managing Dir	15/01/2014	0.9	550.00	\$	275.00	Trade-On	General administrative matters across funds
Kelly-Anne Trenfield	Sr Managing Dir	15/01/2014	0.1	590.00	\$	59.00	Administration	Email in from Steve Russell re status of legal actions
Sally McByrde	Managing Dir	15/01/2014	0.1	550.00	\$	55.00	Administration	Payment - check supporting documentation; review invoices and banking voucher for payment to Macquarie re PI insurance, approve payment
Sally McByrde	Managing Dir	15/01/2014	0.1	550.00	\$	55.00	Administration	Follow up monthly PI instalment, check MYOB, email to EBZ
Patrick Ma	Director	15/01/2014	0.4	350.00		140.00	Assets	Discuss with Christine of FTI in relation to the initial discussion with Korinda Menzha in relation to the practicability on providing the data from NAS device containing LIM investment server data. Telephone call with Brendan Read of Korinda Menzha to discuss upcoming discussion on transferring the data.
Renee Lobb	Director	16/01/2014	0.2	485.00	\$	97.00	Trade-On	Review and respond to general tax statement enquiry.
Renee Lobb	Director	16/01/2014	0.3	485.00	\$	145.50	Administration	Review and save to file ASIC letter.
Eloa Zuardi	Sr. Consult I	16/01/2014	0.2	345.00	\$	69.00	Employees	Seek update in relation to the Deed of advance payment
Eloa Zuardi	Sr. Consult I	16/01/2014	0.3	345.00	\$	103.50	Administration	Insurance payment
Eloa Zuardi	Sr. Consult I	16/01/2014	0.8	345.00	\$	275.00	Administration	Review fees for period March to July and update re investor's meeting time change
Kelly-Anne Trenfield	Sr Managing Dir	16/01/2014	0.2	590.00	\$	118.00	Administration	CMA update re access agreement re books and records
Christine Alterator	Senior Director	16/01/2014	0.1	545.00	\$	54.50	Administration	Email Simon regarding estimated time for Carolyn and seek approval from KAT
Christine Alterator	Senior Director	16/01/2014	0.1	545.00	\$	54.50	Administration	Phone Call from Sean at Russell's regarding request for further information
Christine Alterator	Senior Director	16/01/2014	0.1	545.00	\$	54.50	Administration	Review email from Sean and forward to Patrick Ma
Eloa Zuardi	Sr. Consult I	16/01/2014	0.2	345.00		69.00	Employees	Seek update in relation to the Deed of advance payment
Patrick Ma	Director	16/01/2014	1.3	350.00		455.00	Assets	Review email and draft confidentiality deed from lawyer in relation to the practicability on the logistic in providing relevant data to Korinda Menzha, and provide recommendation. Telephone conference with Brendan Read and Craig Maccaulay of Korinda Menzha to discuss the logistic and details FTI obtained in March 2013.
Eloa Zuardi	Sr. Consult I	17/01/2014	0.5	345.00	\$	172.50	Employees	Email received from Clouis re Deed of Advance funds. Phone call and email out to Cameron from Mallesons re legal advice.
Eloa Zuardi	Sr. Consult I	17/01/2014	0.3	345.00	\$	103.50	Creditors	guarantee and proof of debt received from impressions finance
Renee Lobb	Director	17/01/2014	0.7	485.00	\$	339.50	Investigations	Meeting with EY regarding audit.
Renee Lobb	Director	17/01/2014	0.1	485.00	\$	48.50	Investigations	Follow up Steve Hamman regarding Trust co statements for audit.
John Corbett	Managing Dir	17/01/2014	1.0	550.00	\$	550.00	Trade-On	Meeting with auditors to discuss progress with fund audits and follow up with Western union on outstanding matters
Kelly-Anne Trenfield	Sr Managing Dir	17/01/2014	0.9	590.00	\$	531.00	Administration	Meeting with Steve Russell re appeal/next steps/legal cost
Kelly-Anne Trenfield	Sr Managing Dir	17/01/2014	0.3	590.00	\$	177.00	Administration	Discussion with CMA re books and records agreement; emails in
John Park	Sr Managing Dir	17/01/2014	0.8	590.00	\$	472.00	Administration	Meeting with Stephen Russell to discuss upcoming trial
Sally McByrde	Managing Dir	17/01/2014	0.1	550.00	\$	55.00	Employees	Email from Clouis re FEG and payment of Deed of Advance, review legal position and respond to EBZ
Eloa Zuardi	Sr. Consult I	17/01/2014	0.1	345.00		34.50	Employees	email received from Clouis re Deed of Advance funds.

Sally McBryde	Managing Dir	17/01/2014	0.1	550.00	55.00	Employees	Email from Clouts re FEG and payment of Deed of Advance, review legal position and respond to EBZ
Patrick Ma	Director	17/01/2014	4.8	350.00	1880.00	Assets	Liaise with Christine of FTI in relation to the concerns and issues after the initial discussion with Kordia Meritha. Liaise with Kordia Meritha IT Forensics team to discuss the logistic and methodology use to create the forensics image of the NAS containing LM Investment virtual server data. Received 2 NAS devices from Kordia Meritha and liaise with their team to configure the devices, setup and perform image acquisition on the 6.7 TB of data.
Renee Lobb	Director	20/01/2014	0.3	485.00	145.50	Investigations	Discussion with Chris Erfurt regarding insurance meeting on claims articulation and where to from here.
Renee Lobb	Director	20/01/2014	0.2	485.00	97.00	Administration	Find Leo's and send to Kelly-Anne Trenfield. Review Ginevra Miller email and send insurance details to Kelly-Anne Trenfield for meeting request with Clayton Uz.
Renee Lobb	Director	20/01/2014	0.1	485.00	48.50	Administration	Send email to Clayton Uz regarding times for insurance meeting.
Eloa Zuardi	Sr. Consultant	20/01/2014	0.6	345.00	207.00	Trade-On	Review invoices summary and speak with RFZ re review
Sally McBryde	Managing Dir	20/01/2014	0.1	550.00	55.00	Administration	Call from John Denethy of Blue re PI payment, check MYOB and advise date of payment
Kelly-Anne Trenfield	Sr Managing Dir	20/01/2014	0.4	590.00	236.00	Administration	CMA re ASIC notices respond to HO re audit requirements for MIF emails in re insurance meetings and ASIC notices
John Corbett	Managing Dir	20/01/2014	0.5	560.00	275.00	Trade-On	Various matters (notifications, etc.) relating to wind-up of funds
Patrick Ma	Director	20/01/2014	1.5	350.00	525.00	Assets	Oversee the imaging process of the 5.2 TB (total of 6.7 TB) of LM Investment data, documentation the process and report to Kordia Meritha on the status.
Renee Lobb	Director	21/01/2014	0.2	485.00	97.00	Trade-On	Take investor call regarding general update on funds.
Ryan Zorgrüger	Senior Director	21/01/2014	0.8	545.00	438.00	Administration	Review fee approval reconciliation prepared by EBZ and copy of Order dated 20 December 2013 considering FMIF costs.
Eloa Zuardi	Sr. Consultant	21/01/2014	1.0	345.00	345.00	Trade-On	Review ASIC invoices and excel file from Fiona. Email out to BN and Fiona re allocation of payments.
Kelly-Anne Trenfield	Sr Managing Dir	21/01/2014	0.2	590.00	118.00	Administration	Emails in re ASIC review position re Clayton Lutz invoices; draft response to CU re outstanding invoices
Christine Allertor	Senior Director	21/01/2014	0.6	545.00	327.00	Administration	Review ASIC notice requirements and email in from Simon
John Corbett	Managing Dir	21/01/2014	1.0	550.00	550.00	Trade-On	Review of audit statement requirements and review of draft notices to investors for election of options for ASPF.
Patrick Ma	Director	21/01/2014	3	350.00	1050.00	Assets	Examine the completed 5.2 TB logical images and documentation, report to Kordia Meritha. Obtain equipment's and perform backup on the 5.2 TB logical forensics image. Perform logical image acquisition of remaining 1.6 TB of LM Investment server data and oversee the process with documentation.
Renee Lobb	Director	22/01/2014	0.2	485.00	97.00	Trade-On	Review emails between Kelly-Anne Trenfield and Clayton Uz regarding fee situation.
Renee Lobb	Director	22/01/2014	0.2	485.00	97.00	Administration	Call with Clayton Uz to confirm amounts paid against invoices in December.
Renee Lobb	Director	22/01/2014	0.1	485.00	48.50	Trade-On	Send update of address to LM Investment Management Ltd for database editing.
Renee Lobb	Director	22/01/2014	0.4	485.00	194.00	Administration	Review Director report requirements and note via email to John Corbett and on document what sections I believe we may be able to complete.
Kelly-Anne Trenfield	Sr Managing Dir	22/01/2014	0.4	590.00	236.00	Administration	Email from and response to mark Waller re status of insurance cost payments; RCL re payment of costs and discussion with CU emails in re ASIC notices email in from Ashley already re challenge to tucker's invoices; draft email in response
Sally McBryde	Managing Dir	22/01/2014	0.1	550.00	55.00	Administration	Call from John Denethy of Blue Broking advising that PI instalment has not been received by Macquarie, instructions to EBZ to locate and email remittance to Blue
John Corbett	Managing Dir	22/01/2014	1.0	550.00	550.00	Trade-On	General administration matters across the funds including ASIC information and enquiries.
Eloa Zuardi	Sr. Consultant	22/01/2014	0.5	345.00	172.50	Trade-On	Follow up insurance payment and advise John from Blue Broking
Eloa Zuardi	Sr. Consultant	22/01/2014	0.6	345.00	207.00	Administration	Review file to source information for RFZ re lodged minutes of meeting where motions considering fee approval were approved.
Benjamin Robson	Associate II	22/01/2014	0.2	235.00	47.00	Creditors	Payment to Aizar
Patrick Ma	Director	22/01/2014	2.3	350.00	805.00	Assets	Examine the completed 1.7 TB logical image and documentation, report to Kordia Meritha. Perform backup on the logical forensics image of 1.6 TB data, and checking the backup of both logical images to ensure we have an exact copy of data which will be provided to Kordia Meritha.

Renee Lobb	Director	23/01/2014	0.3	485.00	\$	145.50	Administration	With John Corbett regarding director report contents and queries. Leave message with Sally to call back on disclosures for s300 KMP.
Renee Lobb	Director	23/01/2014	0.2	485.00	\$	97.00	Trade-On	Review emails regarding LOEs required, discuss with John Park, Gineette Muller and Kelly-Anne Trenfield.
Renee Lobb	Director	23/01/2014	0.1	485.00	\$	48.50	Administration	Send Gineette Muller first and second meeting reports and minutes for reporting purposes.
Benjamin Robson	Associate II	23/01/2014	0.3	235.00	\$	70.50	Creditors	Update Consultant register with Norton Rose payment on 8/01/14. Call to Russell's to request invoices outstanding.
John Corbett	Managing Dir	23/01/2014	1.0	550.00	\$	550.00	Trade-On	Structuring of directors statements for audits, General administration across the funds.
Christine Allertor	Senior Director	23/01/2014	0.3	545.00	\$	163.50	Administration	Phone Call with Michael from Norton Rose and Phone Call to Irma at ASIC
Christine Allertor	Senior Director	23/01/2014	0.5	545.00	\$	272.50	Administration	Review December fee schedule and email to KAT
Eloa Zuardi	Sr. Consult I	23/01/2014	1.5	345.00	\$	517.50	Administration	Follow up Simon re various invoices to be paid from funds and contrrollerships, Liaise with John Corbett re invoices on hold and approvals requested. Update excel file re invoices, Review bank account for invoices received, Update cash flow/SOP
Eloa Zuardi	Sr. Consult I	23/01/2014	0.5	345.00	\$	172.50	Trade-On	Follow up Cameron re FEG - Deed of Advance
Eloa Zuardi	Sr. Consult I	23/01/2014	0.5	345.00	\$	172.50	Administration	Handover file memo and meeting with BJR
Sally McBryde	Managing Dir	23/01/2014	0.1	550.00	\$	55.00	Trade-On	Payment - check supporting documentation, review invoices and banking voucher for payment to supplier - Akzer Plumbing; approve payment
Christine Allertor	Senior Director	23/01/2014	0.1	545.00	\$	54.50	Administration	Query from JS regarding bank statement for Mortgages in Possession
Renee Lobb	Director	24/01/2014	0.3	485.00	\$	145.50	Trade-On	Emails with Steve and Shauna from LM Investment Management Ltd regarding western union issues and outstanding matters.
Benjamin Robson	Associate II	24/01/2014	0.6	235.00	\$	141.00	Administration	File handover with Eloa Zuardi, update on current issues/workload
Kelly-Anne Trenfield	Sr Managing Dir	24/01/2014	0.6	590.00	\$	354.00	Administration	Review and approve abc notice re schedules of info review correspondence from Piper alderman review pa letter to MPF indemnity email from and response to Shane Roberts re abc review pa letter to MPF indemnity
John Corbett	Managing Dir	24/01/2014	0.5	550.00	\$	275.00	Trade-On	Emails and administration matters across the funds.
Christine Allertor	Senior Director	24/01/2014	0.3	545.00	\$	163.50	Administration	Review and amend letter to ASIC; instructions to CD to finalise; review payment for repairs and maintenance
Christine Allertor	Senior Director	24/01/2014	0.1	545.00	\$	64.50	Administration	Review final letter to ASIC and arrange execution and delivery with CD
Eloa Zuardi	Sr. Consult I	24/01/2014	0.5	345.00	\$	172.50	Administration	Meeting with BJR re LMM Operational cost involving
Jean Springate	Admin II	24/01/2014	0.3	130.00	\$	39.00	Administration	Setting up Online payment & posting payment
Renee Lobb	Director	28/01/2014	0.1	485.00	\$	48.50	Trade-On	Review and respond to adviser request for client listing.
Eloa Zuardi	Sr. Consult I	28/01/2014	0.5	345.00	\$	172.50	Trade-On	FOS email re investor complaint; Liaise with LM staff
Glenn O'Kearney	Senior Director	28/01/2014	0.2	545.00	\$	109.00	Assets	Review correspondence from Russell's regarding cost allocator/indemnity issues etc, prelim review of renunciation.
John Corbett	Managing Dir	28/01/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with Responsible Entity matters across funds including receipt of information from Western Union and completion matters for the audits
Kelly-Anne Trenfield	Sr Managing Dir	28/01/2014	1.1	590.00	\$	649.00	Administration	Review, allocation and calculation of remuneration for invoicing to individual funds
Renee Lobb	Director	29/01/2014	0.2	485.00	\$	97.00	Trade-On	Review and respond to adviser request for valuations, advice available through adviser portal.
Renee Lobb	Director	29/01/2014	0.1	485.00	\$	48.50	Administration	Review and respond to email from Shauna regarding issues with adviser information exchange.
Renee Lobb	Director	29/01/2014	0.1	485.00	\$	48.50	Administration	Review update on additional information received for audit queries.
Christine Allertor	Senior Director	29/01/2014	0.3	545.00	\$	163.50	Administration	Review and amend Nov fee schedule
Christine Allertor	Senior Director	29/01/2014	0.1	545.00	\$	54.50	Administration	respond to email in from EBZ re fees
Eloa Zuardi	Sr. Consult I	29/01/2014	0.5	345.00	\$	172.50	Trade-On	invoices in from Teistra, Email out re closure of account
Eloa Zuardi	Sr. Consult I	29/01/2014	1.0	345.00	\$	345.00	Trade-On	Email and phone call out to Fiona re ASIC invoices, Advise BJR re update, Follow up statement from ASIC
Eloa Zuardi	Sr. Consult I	29/01/2014	0.6	345.00	\$	207.00	Administration	Email to CMA re Declov fees and data dump; Review files saved under H. drive, Update invoice summary
Benjamin Robson	Associate II	29/01/2014	0.1	235.00	\$	23.50	Administration	Email to FOS requesting future emails to myself

Benjamin Robson	Associate II	29/01/2014	0.5	235.00	\$	117.50	Creditors	Notion Rose invoice reconciliation and credit of invoice 1209536, King & Wood Mallesons invoice reconciliation and application of \$1426.15 to 1554216
John Corbett	Managing Dir	29/01/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with Responsible Entity matters across funds including receipt of information from Western Union and completion matters for the audits
Kelly-Anne Trenfield	Sr. Managing Dir	29/01/2014	0.6	590.00	\$	354.00	Administration	Review, calculation and allocation of remuneration re allocation to funds and invoicing
Renee Lobb	Director	30/01/2014	0.2	485.00	\$	97.00	Trade-On	Review and respond to request to move investor to LM Investment Management Ltd license instead of bond portfolio. Advise cannot do this under AFSL restrictions.
Brittany Newman	Admin I	30/01/2014	0.1	130.00	\$	13.00	Administration	Mail in from The Trust Company - Tax invoices PM0006535, PM0006536, PM0006537, PM0006538, PM0006539 & PM0006540
Eloa Zuardi	Sr. Consult I	30/01/2014	0.5	345.00	\$	172.50	Trade-On	Email out to SAM re Dispute awaiting allocation at Acceptance: Mr Hodge, case number 349764
Eloa Zuardi	Sr. Consult I	30/01/2014	1.0	345.00	\$	345.00	Trade-On	Meeting with GOK re invoices and update Dec/Nov fees going forward.
John Corbett	Managing Dir	30/01/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with Responsible Entity matters across funds including receipt of information from Western Union and completion matters for the audits
Eloa Zuardi	Sr. Consult I	31/01/2014	0.5	345.00	\$	172.50	Trade-On	Prepare invoices Nov re fees
Renee Lobb	Director	31/01/2014	0.2	485.00	\$	97.00	Trade-On	Review and respond to query regarding transfer from bond holding to LM Investment Management Ltd. Advise cannot take on responsibility under the AFSL restrictions.
Renee Lobb	Director	31/01/2014	0.2	485.00	\$	97.00	Trade-On	Review and respond to investor enquiry for tax statement.
Renee Lobb	Director	31/01/2014	0.1	485.00	\$	48.50	Administration	Follow up EY regarding audit and director report disclosures.
Renee Lobb	Director	31/01/2014	0.2	485.00	\$	97.00	Administration	Take call from Sally at EY and discuss KMP and section 300 disclosures. Take notes and discuss outstanding subsequent event issues.
Glenn O'Keamey	Senior Director	31/01/2014	0.1	545.00	\$	54.50	Administration	Note to Ashley regarding allocation fund work issues, note to Kelly with update.
Benjamin Robson	Associate II	31/01/2014	0.2	235.00	\$	47.00	Creditors	Scan in save and send multiple invoices from the trust company to S Tickner
Benjamin Robson	Associate II	31/01/2014	0.5	235.00	\$	117.50	Administration	File handover review with Eloa Zuardi
John Corbett	Managing Dir	31/01/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with Responsible Entity matters across funds including receipt of information from Western Union and completion matters for the audits
Benjamin Robson	Associate II	03/02/2014	1.2	235.00	\$	282.00	Investigations	ASIC lodgement invoice statement reconciliation work for dividing charges amongst funds
Benjamin Robson	Associate II	03/02/2014	0.2	235.00	\$	47.00	Administration	Email to Fiona Draney regarding ASIC invoice statement and procedure going forward
John Corbett	Managing Dir	03/02/2014	0.5	550.00	\$	275.00	Trade-On	Follow-up on various fund administration matters (audits)
Renee Lobb	Director	04/02/2014	0.1	485.00	\$	48.50	Trade-On	Respond to investor enquiry.
Benjamin Robson	Associate II	04/02/2014	0.5	235.00	\$	117.50	Administration	LM January BAS reporting and review
Benjamin Robson	Associate II	04/02/2014	0.7	235.00	\$	184.50	Creditors	Consultant register reconciliation and enquiries to Russell's regarding \$6.5k unallocated and request invoices not received.
Benjamin Robson	Associate II	04/02/2014	0.2	235.00	\$	47.00	Administration	Print review and save new Russell's invoices
Renee Lobb	Director	04/02/2014	0.1	485.00	\$	48.50	Trade-On	Review of email from Fiona Draney Regarding fund invoices
John Corbett	Managing Dir	04/02/2014	0.5	550.00	\$	275.00	Trade-On	Review and forward to IFA and AGT custody fees payable.
Benjamin Robson	Associate II	05/02/2014	0.2	235.00	\$	47.00	Creditors	Follow-up on various fund administration matters (audits)
Benjamin Robson	Associate II	05/02/2014	0.2	235.00	\$	47.00	Creditors	Verify entries for \$66 k payment to Clayton Utz regarding Legal fees
Benjamin Robson	Associate II	05/02/2014	0.3	235.00	\$	70.50	Creditors	Inclusion of Russell's invoice B16908 and 16909 in registers
Glenn O'Keamey	Senior Director	05/02/2014	0.2	545.00	\$	109.00	Administration	Inclusion of King & Wood Mallesons invoice 1557753 in register, draft email to S Tickner providing break down of invoice into funds and requesting payment
Sally McBryde	Managing Dir	05/02/2014	0.5	550.00	\$	275.00	Employees	Letter from KWM re entitlement of former administrators to priority to funds received from FEG, consider, discuss with KWM and respond to Clouts
Sally McBryde	Managing Dir	05/02/2014	0.5	550.00	\$	275.00	Employees	Letter from KWM re entitlement of former administrators to priority to funds received from FEG, consider, discuss with KWM and respond to Clouts

Employee	Position	Date	Hours	Rate	Total	Category	Description
Sally McBryde	Managing Dir	05/02/2014	0.2	550.00	110.00	Employees	Email from John Kennedy of Citibank re repayment of Deed of Advance funds, respond to same & email bank account details
Benjamin Robson	Associate II	06/02/2014	0.2	235.00	47.00	Creditors	MYOB payment to Macquarie Premium funding insurance
Benjamin Robson	Associate II	06/02/2014	1.6	235.00	376.00	Administration	Meeting and discussion with Glenn O'Keamey regarding process for processing LM fund, operational cost and Contingency Invoices, as well as monthly LM Cash flow
Benjamin Robson	Associate II	06/02/2014	0.2	235.00	47.00	Administration	Email to Sean Russell requesting written appointment of Books and Records Invoices
Renee Lobb	Director	06/02/2014	1.0	485.00	485.00	Investigators	Meeting with Kelly-Anne Tremfield and Clayton Utz regarding insurance issues.
Renee Lobb	Director	06/02/2014	0.2	485.00	97.00	Trade-On	Speak with Shauna at LM Investment Management Ltd regarding specific investor query.
Kelly-Anne Tremfield	Sr Managing Dir	06/02/2014	1.0	590.00	590.00	Assets	Meeting with Mark Waller and Chris Enright from CU re insurance progress
Glenn O'Keamey	Senior Director	06/02/2014	4.0	545.00	2,180.00	Trade-On	Discussion with Ashley regarding allocation advice, prepare updated allocations Mar - Dec 13 for all LMM general responsible entity work, meeting with BUR to discuss invoicing of general fund work, update schedules regarding removal of investor mtg times.
Sally McBryde	Managing Dir	06/02/2014	0.1	550.00	55.00	Administration	Payment - check supporting documentation, review invoices and banking voucher for payment to Macquarie for PI insurance premium, approve payment
Renee Lobb	Director	07/02/2014	0.1	485.00	48.50	Creditors	Respond to advisor query on commission payments.
Christine Alterator	Senior Director	07/02/2014	0.2	545.00	109.00	Administration	review LM payment, KAT to sign and see JS re reference
Benjamin Robson	Associate II	07/02/2014	0.1	235.00	23.50	Creditors	Submit payment to Insurance
Benjamin Robson	Associate II	07/02/2014	0.2	235.00	47.00	Creditors	Receipt Norton Rose invoice 1252784 into consultants register
Benjamin Robson	Associate II	07/02/2014	0.2	235.00	47.00	Creditors	ASIC invoices reconciliation spreadsheet review and discussion with BN
Leo Guthrie	Admin I	07/02/2014	0.2	130.00	26.00	Administration	Bank reconciliation of multiple accounts
Renee Lobb	Director	10/02/2014	0.3	485.00	145.50	Investigations	Commence review of Clayton Utz insurance memo summarise same and send to John Corbett.
Benjamin Robson	Associate II	10/02/2014	0.7	235.00	164.50	Creditors	ASIC invoice reconciliation work - assign ACN numbers to missing entries. Email to Fiona Draney to request further information
Sally McBryde	Managing Dir	10/02/2014	0.1	550.00	55.00	Administration	Check MYOB and bank account for PI insurance payment
Renee Lobb	Director	11/02/2014	0.1	485.00	48.50	Trade-On	Respond to general enquiry.
Renee Lobb	Director	11/02/2014	0.2	485.00	97.00	Trade-On	Review EY director report template. Send to Steve Hanna to gather required information for disburseurs.
Benjamin Robson	Associate II	11/02/2014	0.3	235.00	70.50	Creditors	Phone call with Accounts manager aka Russell's regarding allocation of Counsel Invoice payment
Kelly-Anne Tremfield	Sr Managing Dir	11/02/2014	0.5	590.00	295.00	Administration	Email in re Bellpac insurers claims draft invoice re MPF settlement funds and forward to Russell emails in re books and records access review app with gsk
Kelly-Anne Tremfield	Sr Managing Dir	11/02/2014	0.1	590.00	59.00	Administration	Review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque
John Corbett	Managing Dir	11/02/2014	1.0	550.00	550.00	Trade-On	General matters associated with fund wind-ups and queries re ASPF 12
Glenn O'Keamey	Senior Director	11/02/2014	2.0	545.00	1,090.00	Assets	Collate and update consultants info, SOP, allocation information regarding legal costs. meet with Kelly regarding SOP, invoicing, allocations etc.
Christine Alterator	Senior Director	11/02/2014	0.1	545.00	54.50	Administration	Prepare payment to Carolyn Hodge
Renee Lobb	Director	12/02/2014	0.1	485.00	48.50	Trade-On	Send transfer of agent request to LM Investment Management Ltd for processing.
Renee Lobb	Director	12/02/2014	0.1	485.00	48.50	Trade-On	Respond to investor enquiry, advise cannot provide advice.
Renee Lobb	Director	12/02/2014	0.1	485.00	48.50	Trade-On	Respond to query regarding redemption. Request investor ID to respond appropriately.
Benjamin Robson	Associate II	12/02/2014	0.1	235.00	23.50	Administration	Trace origin of payment to Carolyn Hodge
Benjamin Robson	Associate II	12/02/2014	0.1	235.00	23.50	Creditors	Review file note regarding Teistra account closure
Benjamin Robson	Associate II	12/02/2014	0.2	235.00	47.00	Administration	Perusal of email and ASIC invoice spreadsheet + comments from Fiona Draney
John Corbett	Managing Dir	12/02/2014	0.5	550.00	275.00	Trade-On	Processing of emails across ASPF and CPF.
Renee Lobb	Director	13/02/2014	0.1	485.00	48.50	Trade-On	Respond to email from ELY regarding meeting to progress audits.

Renee Lobb	Director	13/02/2014	0.3	485.00	\$	145.50	Investigations	Emails to BDO and Kordamemira to gauge support for scheme of arrangement and process to analyse and assess claims. Liaise with Kelly-Anne Trenfield on this also.
Renee Lobb	Director	13/02/2014	0.1	485.00	\$	48.50	Administration	Organizing meeting auditors.
Kelly-Anne Trenfield	Sr Managing Dir	13/02/2014	0.1	590.00	\$	59.00	Assets	review insurance advice
John Corbett	Managing Dir	13/02/2014	1.0	550.00	\$	550.00	Trade-On	Processing of emails across ASIF and CPF.
Glenn O'Keamey	Senior Director	13/02/2014	0.2	545.00	\$	109.00	Assets	Liaise with MOP and ABW regarding In invoicing funds, discussions with BJR regarding varies invoicing queries.
Leo Guthrie	Admin I	14/02/2014	1.0	130.00	\$	130.00	Assets	Cash flow analysis and data entry
Benjamin Robson	Associate II	14/02/2014	0.5	235.00	\$	117.50	Creditors	King & Wood Mallesons statement of account received 12/02 reviewed and reconciled against register
Glenn O'Keamey	Senior Director	14/02/2014	0.1	545.00	\$	54.50	Assets	Discussions with esly regarding LM loan fund form LMA reg.
Sally McBryde	Managing Dir	14/02/2014	0.5	550.00	\$	275.00	Trade-On	Email from Clouts re payment of Debt of Advance funds, consider position and respond to same
Sally McBryde	Managing Dir	14/02/2014	1.5	550.00	\$	825.00	Trade-On	Review Debt of Advance repayment schedule from LMA liquidator, review employees where not claimed, searches to determine current whereabouts, draft letter to chase up payment
Renee Lobb	Director	17/02/2014	0.1	485.00	\$	48.50	Trade-On	Request detail of investors fund to respond to email appropriately.
Benjamin Robson	Associate II	17/02/2014	0.3	235.00	\$	70.50	Administration	Email Cor Sean Russell and Catherine from Russell's regarding Douglas Savage bill apportionment, and letter confirming fund split for Books and Records invoices
Leo Guthrie	Admin I	18/02/2014	0.4	130.00	\$	52.00	Assets	Cash flow Analysis and upload entries into spread sheet
Brittany Newman	Admin I	18/02/2014	0.1	130.00	\$	13.00	Administration	Mail in from Compleshare Investor Services Pty Ltd - Statement as at 11/02/2014
John Corbett	Managing Dir	18/02/2014	3.0	550.00	\$	1,650.00	Trade-On	Review of Regulatory Guidance documents in relation to the responsibilities and requirements of AFSL for a managed investment scheme
Renee Lobb	Director	19/02/2014	0.2	485.00	\$	97.00	Administration	Discussions regarding and reschedule of meeting with Steve Hamman.
Renee Lobb	Director	19/02/2014	0.1	485.00	\$	48.50	Administration	Touch base with John Corbett regarding prep for morning meeting.
Kelly-Anne Trenfield	Sr Managing Dir	19/02/2014	0.8	590.00	\$	472.00	Administration	Review status of funding from KM Review assessment of costs and split re coverage of disbursements and comparisons re remuneration
Sally McBryde	Managing Dir	19/02/2014	0.1	550.00	\$	55.00	Administration	Discussion with staff member and response thereto, regarding current progress of administration, strategy and further action to be taken.
Christine Alterator	Senior Director	19/02/2014	0.2	545.00	\$	109.00	Administration	Prepare cheques to T&C and Skuse & co, conform payee with Sean Russell for second cheque; confirm account drawing with KAT, confirm MYOB entries with GOK
John Corbett	Managing Dir	19/02/2014	3.5	550.00	\$	1,925.00	Trade-On	Review of Regulatory Guidance documents in relation to the responsibilities and requirements of AFSL for a managed investment scheme, Discussion with ASIC.
Kelly-Anne Trenfield	Sr Managing Dir	19/02/2014	0.1	590.00	\$	59.00	Administration	Review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque
Benjamin Robson	Associate II	20/02/2014	0.2	235.00	\$	47.00	Administration	Correspondence with John Corbet regarding FOS dispute
John Corbett	Managing Dir	20/02/2014	2.0	650.00	\$	1,100.00	Trade-On	Meeting with Steve Hamman to work through where items are at for each the funds where LM is Responsible Entity
Leo Guthrie	Admin I	24/02/2014	0.5	130.00	\$	65.00	Assets	Cash flow data entry and investigation
Benjamin Robson	Associate II	24/02/2014	0.3	235.00	\$	70.50	Administration	Transfer of FEG Guarantee monies and creation of MYOB vouchers to reflect
Renee Lobb	Director	25/02/2014	0.1	485.00	\$	48.50	Trade-On	Review and fwd to LM Investment Management Ltd request for removal of advisor.
Benjamin Robson	Associate II	25/02/2014	0.3	235.00	\$	70.50	Administration	Investigation into FOS membership invoice, Correspondence with Simon Tickner and Shelley Chalmers of LM
Glenn O'Keamey	Senior Director	26/02/2014	0.1	545.00	\$	54.50	Trade-On	Review and approve payment regarding FOS, note from BJR regarding FOS payment.
Benjamin Robson	Associate II	26/02/2014	0.2	235.00	\$	47.00	Creditors	MYOB payment, FOS membership
Renee Lobb	Director	27/02/2014	0.2	485.00	\$	97.00	Trade-On	Review and respond to investor request for accounts, Advise not audited as yet and cannot be provided.
Renee Lobb	Director	27/02/2014	0.1	485.00	\$	48.50	Administration	File all sent emails.
Glenn O'Keamey	Senior Director	27/02/2014	0.3	645.00	\$	163.50	Assets	Review draft allocation advice LMM fund time, discussions with Ashley.

Benjamin Robson	Associate II	27/02/2014	0.3	235.00	\$	70.50	Creditors	Cheque payment to Piper Alderman regarding cost orders
Benjamin Robson	Associate II	27/02/2014	0.4	235.00	\$	94.00	Creditors	Consultant fee register update, enter Clayton Utz and Hickeys payments in
Benjamin Robson	Associate II	27/02/2014	0.1	235.00	\$	23.50	Administration	Follow up B&R letter Sean Russell
Sally McBryde	Managing Dir	27/02/2014	0.1	550.00	\$	55.00	Assets	Call from John Denehy of Blue Broking re survey of properties for insurance inspection re retirement village invoice finalization.
Glenn O'Keamey	Senior Director	28/02/2014	0.5	545.00	\$	272.50	Trade-On	Review allocation advice form Ashley - review FUM figures used, note to ash, discuss allocation numbers with BJR of
Renee Lobb	Director	28/02/2014	0.2	485.00	\$	97.00	Trade-On	Respond to request for accounts, Explain 2013 not complete and copy in im to assist with prior accounts.
Renee Lobb	Director	28/02/2014	0.1	485.00	\$	48.50	Trade-On	Request update from Steve on progression with director report disclosures.
Renee Lobb	Director	28/02/2014	0.1	485.00	\$	48.50	Trade-On	Review and respond to investor update request.
Benjamin Robson	Associate II	28/02/2014	0.3	235.00	\$	70.50	Creditors	Update to consultants register with multiple payment confirmations from LMIM
Renee Lobb	Director	03/03/2014	0.1	485.00	\$	48.50	Trade-On	Update from Steve Hamman on audit report director report.
Renee Lobb	Director	03/03/2014	0.2	485.00	\$	97.00	Trade-On	Respond to general query regarding distributions.
Benjamin Robson	Associate II	03/03/2014	0.2	235.00	\$	47.00	Creditors	Payment to Russell's Invoice B 16974
Benjamin Robson	Associate II	03/03/2014	0.2	235.00	\$	47.00	Creditors	Payment to King & Wood Mallesons invoice 1559773
Benjamin Robson	Associate II	03/03/2014	0.2	235.00	\$	47.00	Creditors	Payment to Norton Rose invoice 1252784
Benjamin Robson	Associate II	03/03/2014	0.2	235.00	\$	47.00	Administration	Call to Sean Russell regarding books and records split, spoke with Catherine regarding outstanding payments
Benjamin Robson	Associate II	03/03/2014	0.1	235.00	\$	23.50	Creditors	Submission of legal invoices in MYOB
Benjamin Robson	Associate II	03/03/2014	0.2	235.00	\$	47.00	Administration	Review ASIC invoice list from Fiona and request further documents from BN and ASIC
Glenn O'Keamey	Senior Director	03/03/2014	0.5	545.00	\$	272.50	Assets	Note from Sean and CMA regarding b&R and deeds etc, discuss banking settlement proceeds with BJR, review and approve receipt info, review and sign off on various legal payments, note to ash triply following up advices, review correspondence from team regarding civil settlement, consider issues for response on albatross sale.
Renee Lobb	Director	04/03/2014	0.1	485.00	\$	48.50	Trade-On	Respond to email regarding director resignations: provide documents on file to Steve for same. Send update to database request to LM Investment Management Ltd.
Renee Lobb	Director	04/03/2014	0.1	485.00	\$	48.50	Investigations	Review file for Eghard resignation, Advise Steve Hamman nothing held.
Benjamin Robson	Associate II	04/03/2014	0.2	235.00	\$	47.00	Creditors	Update Consultant fee register with payments to LMIM Corporate
Benjamin Robson	Associate II	04/03/2014	0.2	235.00	\$	47.00	Creditors	Prepare R&P report for February operational cost invoicing
Benjamin Robson	Associate II	04/03/2014	0.1	235.00	\$	23.50	Creditors	Forward King & Wood Mallesons invoice and apportionment to S Tickner
John Corbett	Managing Dir	04/03/2014	2.5	550.00	\$	1,375.00	Trade-On	Discussions with auditors, Discussion and file review with Ryan Zorgrager.
Kelly-Anne Trenfield	Sr Managing Dir	04/03/2014	0.4	590.00	\$	235.00	Administration	Emails in re media, indemnity claims, books and records, insurance update and legal emails in re media and antia queries
Sally McBryde	Managing Dir	04/03/2014	0.2	550.00	\$	110.00	Administration	Email from mark Weller of Clayton Utz re Pikes & Vreeters recommendation to appear
Glenn O'Keamey	Senior Director	04/03/2014	0.4	545.00	\$	218.00	Trade-On	Note to Sean Russell regarding FUM and discussions with ash triply regarding FUM and apportionment of general RE time/costs and advice.
Renee Lobb	Director	05/03/2014	0.1	485.00	\$	48.50	Assets	Update Kelly-Anne Trenfield on insurance.
Renee Lobb	Director	05/03/2014	0.3	485.00	\$	145.50	Trade-On	Discussions with GOK and BR regarding Clayton Utz legal fees and anticipated forward costs on insurance issues.
Renee Lobb	Director	05/03/2014	0.2	485.00	\$	97.00	Assets	Continues discussions/explain explanation regarding progress on insurance matters and likely costs and commitment by PDO and KM to contribute to same.
John Corbett	Managing Dir	05/03/2014	1.0	550.00	\$	550.00	Trade-On	Discussions with auditors, Discussion and file review with Ryan Zorgrager.
Kelly-Anne Trenfield	Sr Managing Dir	05/03/2014	0.6	590.00	\$	354.00	Administration	Emails in re bell Pac litigation and impact on insurance claim RZF re engagement of accountants Update from Gok re indemnity claim and status of admin

Kelly-Anne Trenfield	Sr. Managing Dir	05/03/2014	0.1	590.00	\$	59.00	Administration	Review and approve payment of outstanding administrative liabilities including review of supporting documentation and signing of transfer or cheque
Glenn O'Keamey	Senior Director	05/03/2014	0.2	545.00	\$	109.00	Assets	Issue query to Renee and Christine regarding costs, discussions with Kelly regarding reconcile mpf consultant costs breakdown between expenses and wip.
Christine Allerator	Senior Director	05/03/2014	0.1	545.00	\$	54.50	Administration	Review various legal payments - KWM/Norton Rose/Russells
Christine Allerator	Senior Director	05/03/2014	0.2	545.00	\$	109.00	Administration	Review emails in re start commits fees for Aug-Sep 2013 and respond to email from GOK
Benjamin Robson	Associate II	06/03/2014	0.1	235.00	\$	23.50	Administration	Mail In ATO
Benjamin Robson	Associate II	06/03/2014	0.3	235.00	\$	70.50	Creditors	Print LM expense claims and review for RFZ approval
John Corbett	Managing Dir	06/03/2014	1.0	590.00	\$	590.00	Trade-On	Discussions with auditors, Discussion and file review with Ryan Zörgdrager.
Kelly-Anne Trenfield	Sr. Managing Dir	06/03/2014	0.1	590.00	\$	59.00	Administration	Discussion with JDC re staffing and status of funds and audit/accounts
Leo Guthrie	Admin I	06/03/2014	1.0	130.00	\$	130.00	Assets	Cash flow entries and fixing errors
Damian Bender	Sr. Managing Dir	06/03/2014	1.1	550.00	\$	605.00	Administration	Position statement review, file management and handover to RFZ consideration
Benjamin Robson	Associate II	07/03/2014	0.2	235.00	\$	47.00	Creditors	Further payment approvals received and sent to RFZ for sign off
John Corbett	Managing Dir	07/03/2014	1.0	550.00	\$	550.00	Trade-On	Discussions with auditors, Discussion and file review with Ryan Zörgdrager.
Glenn O'Keamey	Senior Director	07/03/2014	0.3	545.00	\$	163.50	Trade-On	Review updated RE allocation advice, note to Kelly, note to BJR regarding books and records split.
Kelly-Anne Trenfield	Sr. Managing Dir	10/03/2014	1.9	590.00	\$	1,121.00	Administration	Review draft response to ASIC queries and arrange for letter to be finalised in entirety position; review MPF funding Meeting AIT re legal costs and statement of position review letter to FOS, amend and arrange finalisation and signing review letter to ASIC, amend and arrange finalisation and signing
Sally McBryde	Managing Dir	10/03/2014	0.3	550.00	\$	165.00	Trade-On	Email from employees re PAYG summary, locate PAYG summary, email top LM staff to confirm details, respond to employees
Glenn O'Keamey	Senior Director	10/03/2014	3.5	545.00	\$	1,907.50	Administration	Travel to Brisbane office for meeting with Kelly and Ashley Iplady regarding consultants fees, meet with Ashley and Kelly, travel time back from Brisbane to GC office.
Benjamin Robson	Associate II	11/03/2014	3.4	235.00	\$	799.00	Creditors	Handover instructions with Aline Teixeira regarding LM payment approvals; Print and reconcile all invoices and commence LM invoices batch payment approvals.
Kelly-Anne Trenfield	Sr. Managing Dir	11/03/2014	0.5	590.00	\$	295.00	Administration	Cona update re B&R, JDC & RFZ re update and status of controlships
Sally McBryde	Managing Dir	11/03/2014	0.1	550.00	\$	55.00	Trade-On	Email and scan PAYG summary for Fran Mulder
Patrick Ma	Director	11/03/2014	0.4	350.00	\$	140.00	Assets	Conference with Kordia Menitha team to discuss the logistic and process of transferring Encase images which contain LM investment server data, Drafting response to Kordia Menitha with documentation and document listing requested by Kordia Menitha.
Patrick Ma	Director	11/03/2014	0.6	350.00	\$	210.00	Assets	Prepare document and document listings of the Encase images per Kordia Menitha request.
Benjamin Robson	Associate II	12/03/2014	0.8	235.00	\$	188.00	Administration	Payment approval register training with RFZ - walk through of all payments made/approved to date for classification purposes
Benjamin Robson	Associate II	12/03/2014	0.2	235.00	\$	47.00	Creditors	Norton Rose statement reconciliation with register
Benjamin Robson	Associate II	12/03/2014	0.2	235.00	\$	47.00	Administration	Update to fund invoice register and circulate to JC and RFZ
Patrick Ma	Director	12/03/2014	0.3	350.00	\$	105.00	Assets	Meeting with John Wornard of Kordia Menitha for transfer of 2 NAS storage containing LM server data, Prepare chain of custody documentations for the media transfer.
Benjamin Robson	Associate II	13/03/2014	1.0	235.00	\$	235.00	Creditors	Multiple payment approvals received and reviewed for approval, scan save to file and return items to Zoran Irene and Leanne of LM
Kelly-Anne Trenfield	Sr. Managing Dir	13/03/2014	0.1	590.00	\$	59.00	Administration	Email in from Peter Schmidt re status of ASIC relief - query GDM response to Peter Schmidt
Glenn O'Keamey	Senior Director	13/03/2014	0.1	545.00	\$	54.50	Assets	Note from BJR regarding fund invoices/trust copy, reply.
Glenn O'Keamey	Senior Director	13/03/2014	0.3	545.00	\$	163.50	Administration	Review updates Russell register, reconcile and adapted LMMM consults register, follow up BJR regarding apportioning invoices.
Leo Guthrie	Admin I	13/03/2014	1.0	130.00	\$	130.00	Administration	Cash flow analysis and data entry
Benjamin Robson	Associate II	14/03/2014	0.9	235.00	\$	211.50	Creditors	Final calculations and apportionment of Russell's Books and Records invoices B 16379, B16656, B 16588 and draft payment requests to S Tickner

Benjamin Robson	Associate II	14/03/2014	0.4	235.00	\$	94.00	Creditors	Deduction of disbursements from Russell's invoices B16193 and B 16622 and appointment to B17924. Review of allocation and final invoice and entry in consultants register
Benjamin Robson	Associate II	14/03/2014	0.2	235.00	\$	47.00	Creditors	Payment to Russell's invoice B17284
Benjamin Robson	Associate II	14/03/2014	0.5	235.00	\$	117.50	Creditors	Print off and review daily LM Approvals for RFZ approval
Benjamin Robson	Associate II	14/03/2014	0.5	235.00	\$	117.50	Creditors	Preparation of remaining Russell's books and records invoices for payment request to S Teikner
Renee Lobb	Director	17/03/2014	0.2	485.00	\$	97.00	Investigations	Review email from KM regarding insurance issues. Send to Clayton Lutz regarding setup of meeting.
Glenn O'Kearney	Senior Director	17/03/2014	0.7	545.00	\$	381.50	Assets	Review invoice allocations and draft correspondence to LM. approve. reply in Simon and note to BJR regarding response. review updated Russell's numbers. update rux schedules and consultants register. approve payment to Russell's for disb invoices. note to BJR regarding to do. review and amend draft reply LM regarding allocations.
Benjamin Robson	Associate II	17/03/2014	1.1	235.00	\$	288.50	Creditors	Update consultants fee register with appointment of BBR invoices as per relative month FUM split. General updates to consultants invoices paid and outstanding amounts. discuss with Glenn O'Kearney
John Corbett	Managing Dir	17/03/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with / review of various correspondence
Renee Lobb	Director	18/03/2014	0.1	485.00	\$	48.50	Investigations	Request RFZ assistance in review of director disclosure report.
John Corbett	Managing Dir	18/03/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with / review of various correspondence
Kelly-Anne Trenfield	Sr Managing Dir	18/03/2014	0.7	590.00	\$	413.00	Administration	Meeting with GOK re SOP and payment of costs/indemnity claims
Kelly-Anne Trenfield	Sr Managing Dir	18/03/2014	0.1	590.00	\$	59.00	Assets	emails in re insurance
Sally McBryde	Managing Dir	18/03/2014	0.2	550.00	\$	110.00	Administration	Review PI insurance policy, discuss with GOK, email Blue Broking for details of renewal
Glenn O'Kearney	Senior Director	19/03/2014	0.5	545.00	\$	272.50	Administration	Correspondence from Ashley regarding update on legal fees and allocations issues. review fee approve vs cash held across various entities/funds. discuss fee drawings with Stuart Clancy and query on subtasks.
John Corbett	Managing Dir	19/03/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with / review of various correspondence
Benjamin Robson	Associate II	19/03/2014	0.3	235.00	\$	70.50	Creditors	Payment confirmations received from Jenta and entered into consultants register
Patrick Ma	Director	19/03/2014	0.3	350.00	\$	105.00	Assets	Telephone conference with Ben Midella and Craig Macalay to discuss the methodology used to conduct the backup back in March 2013. Discuss the problem Korda Meritna encountered with accessing specific file share virtual machine images.
Patrick Ma	Director	19/03/2014	0.5	350.00	\$	175.00	Assets	Response to Korda Meritna request in testing on specific file server virtual machine image using multiple mounting software. Provide results to Korda Meritna to confirm file server data are accessible without error.
John Corbett	Managing Dir	20/03/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with / review of various correspondence
Kelly-Anne Trenfield	Sr Managing Dir	20/03/2014	1.1	590.00	\$	649.00	Administration	Email from and message to Ashley Iplacy re fees review invoicing/fees; info to GOK re invoiced discussion re status of funds/staffing/MIFGOK re invoicing/indemnity claims emails in re insurance; meeting times to RCL. Review incoming documentation, consider and send to filing Review and update to do list; query outstanding items
Leo Guthrie	Admin I	20/03/2014	0.2	130.00	\$	26.00	Administration	Banking
John Corbett	Managing Dir	21/03/2014	0.5	550.00	\$	275.00	Trade-On	Dealing with / review of various correspondence
Kelly-Anne Trenfield	Sr Managing Dir	25/03/2014	1.8	590.00	\$	1,062.00	Assets	Meeting with Clayton Lutz and KM re potential scheme of arrangement to cover insurance claims within all funds and corporate
Kelly-Anne Trenfield	Sr Managing Dir	25/03/2014	0.6	590.00	\$	354.00	Administration	Review indemnity claim and update to JRP/DJB re Mallessons costs Discuss Sop and funding with GOK
Sally McBryde	Managing Dir	25/03/2014	0.1	550.00	\$	55.00	Administration	Letter from Robert Tassell of Pikes & Verelkers re Auscorp legal action update
Benjamin Robson	Associate II	25/03/2014	0.2	235.00	\$	47.00	Creditors	Follow up outstanding payments from LM with rene Cailing regarding operational costs and management fees
Renee Lobb	Director	25/03/2014	1.9	485.00	\$	921.50	Investigations	Meeting with Minter Ellison, Clayton Lutz and KordaMeritna regarding potential scheme of arrangement.
Patrick Ma	Director	25/03/2014	1.4	350.00	\$	490.00	Assets	Handle Ben Midella of Korda Meritna's request and integrity concerns on file server data vmick files preserved in March 2013; Server data extraction from forensics image, and using VMWare mounting utility to mount specific vmick server files (LM-BRIS-DC-01, LMGMSSQL01 and LMGCPORTDC01) in questions. Provide successful mounted results with screenshots provided on email response to Korda Meritna.

Sally McBryde	Managing Dir	27/03/2014	0.1	550.00	\$	55.00	Trade-On	Email from Blue Broking re insurance for office risk, review policies, emails to GOK to discuss payment arrangements, respond to AGT	
Benjamin Robson	Associate II	28/03/2014	0.5	235.00	\$	117.50	Creditors	Miscellaneous LM payment approval batches - Contribbiz distributions not recorded in register but approved and filed in records	
Benjamin Robson	Associate II	28/03/2014	0.5	235.00	\$	117.50	Creditors	Consultant fee register update and reconciliation - monthly update and request for payment confirmations	
Benjamin Robson	Associate II	31/03/2014	0.1	235.00	\$	23.50	Administration	Check accounts for Payments form LM	
Benjamin Robson	Associate II	31/03/2014	0.1	235.00	\$	23.50	Creditors	Enter PKF invoice into Consultants fee register	
Benjamin Robson	Associate II	31/03/2014	0.2	235.00	\$	47.00	Administration	Discuss LM payment procedures with REZ	
Glenn O'Keamey	Senior Director	31/03/2014	0.1	545.00	\$	54.50	Administration	Discuss invoicing wip data for LMIM funds with CMA.	
Kelly-Anne Trentfield	Sr Managing Dir	31/03/2014	0.1	590.00	\$	59.00	Administration	emails in re funding/legal costs	
Damian Bender	Sr Managing Dir	31/03/2014	1.3	550.00		715.00	Administration	Fee issue / Russells / KWM pro rata discussions	
							\$ 69,391.50		

LM Investment Management Ltd (In Liquidation): Calculation of Category 2 Remuneration 1 April 2014 to 30 June 2014

Name	Position	Date	Hours	Charge Out Rate	Charge	Task Desc	Narrative
Benjamin Robson	Associate II	01/04/2014	0.2	270	54.00	Creditors	Prepare and send to LM Russell's invoices B16809 and supporting FUM split
Glenn O'Kearney	Director 2	01/04/2014	0.3	560	168.00	Assets	Correspondence from sally regarding insurance matters. Discussions with John Kennedy regarding insurance for LMA and fund operations. note to John. note in from blur broking confirmation status.
Benjamin Robson	Associate II	02/04/2014	0.4	270	108.00	Creditors	Receive review and record Russell's invoice B17205 including Books and Records FUM split from Feb EOM figures
Carly Drew	Administration	03/04/2014	0.3	175	52.50	Administration	Witnessed KAT signature on contract docs for RFZ; arranged for express post of originals to Tony Bee @ LM; RFZ requested a chase up on docs, chased up in-trays and emailed KAT for whereabouts
Benjamin Robson	Associate II	04/04/2014	0.5	270	135.00	Creditors	Preparation of LM Payment approval batches for signing by RFZ and return batches to Zoran and Irene
Sally McBryde	Managing Director	04/04/2014	0.2	570	114.00	Trade-On	Review emails from Blue Broking re PI insurance renewal, review proposal forms, discuss with GOK, call John Denehy of Blue Broking re same
Renee Lobb	Director 1	07/04/2014	0.2	510	102.00	Trade-On	Respond to numerous ACI queries for Ginette Muller, provide commentary on appropriate parties to provide answers.
Benjamin Robson	Associate II	07/04/2014	0.2	270	54.00	Creditors	Correspondence with Zoran regarding outstanding LM Payment batches
Kelly-Anne Trenfield	Senior Managing Director	07/04/2014	0.3	600	180.00	Administration	GOK re LM funding and payment to Russell's email in from Aci and add commentary and request response
John Park	Senior Managing Director	07/04/2014	0.5	600	300.00	Administration	Email in from ACI, Review status of queries, Send letter to MTN and Trilogly
Carly Drew	Administration	07/04/2014	0.2	175	35.00	Assets	Contracts witnessed KAT signature, Return docs to Shelley @ LM via Express post, Prepared Final Letter for GOK, scan & email to GOK
Renee Lobb	Director 1	08/04/2014	0.5	510	255.00	Trade-On	Do comprehensive response to ACI email and request component regarding calculation of AIF distribution from John Corbett and RFZ. Follow up both David Whyte and Jarrod Villant regarding their intentions with regards to a joint approach to claim on the insurance policies.
Ryan Zogdrager	Director 2	08/04/2014	0.5	560	280.00	Administration	Prepare funds summary for KAT
Benjamin Robson	Associate II	09/04/2014	0.2	270	54.00	Creditors	LM (M Operational costs for month of March - R&P lists created, No Op costs
Kelly-Anne Trenfield	Senior Managing Director	09/04/2014	0.1	600	60.00	Administration	Review and approve payment of outstanding fund liabilities including review of supporting documentation and signing of transfer or cheque
Carly Drew	Administration	09/04/2014	0.3	175	52.50	Assets	Contracts witnessed JRP/KAT signatures, sent to Shelley @ LM
Brittany Newman	Administration	10/04/2014	0.1	135	13.50	Administration	Mail in from ASIC - Correspondence; Pay Invoices & Check Company Statement + Invoice Statement 30 Mar 14
Ryan Zogdrager	Director 2	10/04/2014	0.5	560	280.00	Administration	Review audit position in respect to remaining funds
Sally McBryde	Managing Director	10/04/2014	0.5	570	285.00	Administration	Review PI proposal document, call with John Denehy re status and income, call to GOK to discuss further
Kelly-Anne Trenfield	Senior Managing Director	10/04/2014	0.4	600	240.00	Administration	Review sfp and request changes gok re sfp and payment to solicitors Mail in email in from David Whyte; discussion with RCL re next steps
Brittany Newman	Administration	11/04/2014	0.1	135	13.50	Administration	Mail in from ASIC - Invoice Statement 5 April 2014
Renee Lobb	Director 1	14/04/2014	0.1	510	51.00	Trade-On	Review email regarding ACI response. File same after responding to Kelly-Anne Trenfield.
Renee Lobb	Director 1	14/04/2014	0.1	510	51.00	Trade-On	Send database updates to LM Investment Management Ltd staff.
Brittany Newman	Administration	14/04/2014	0.4	135	54.00	Administration	Call to ASIC to request copies of documents listed on Invoice Statement. Prepare 6974652.
Benjamin Robson	Associate II	14/04/2014	0.3	270	81.00	Creditors	General updates to consultant fee register and LM funds register
Kelly-Anne Trenfield	Senior Managing Director	14/04/2014	0.2	600	120.00	Administration	Emails re response to ACI queries; email from and response to Patrick Ma re fees; call in from Allent's re legal fees call in from GOK re sfp/asic

Glenn O'Kearney	Director 2	14/04/2014	0.2	560	112.00	Trade-On	Review ASIC statement for funds expenses, note to BJR, confirm regarding insurance in from John at Insurances brokers regarding LMA/LMM trade insurance.
Renee Lobb	Director 1	15/04/2014	0.2	510	102.00	Administration	Emails to GOK and Ben Robson regarding Clayton Utz and commitment to costs from Funds
Renee Lobb	Director 1	15/04/2014	0.1	510	51.00	Assets	Call with Chris Efurt at Clayton Utz regarding responses from KIM on insurance.
Benjamin Robson	Associate II	15/04/2014	0.2	270	54.00	Creditors	Receive and review LM Payment batches and maintain funds payment register
Benjamin Robson	Associate II	15/04/2014	0.2	270	54.00	Administration	Update to consultants fee register and fund payment register
Kelly-Anne Trenfield	Senior Managing Director	15/04/2014	0.1	600	60.00	Administration	Review and approve payment of outstanding fund liabilities including review of supporting documentation and signing of transfer or cheque
Benjamin Robson	Associate II	16/04/2014	0.4	270	108.00	Creditors	Receive and review various LM Payment batches for RFZ approval
Benjamin Robson	Associate II	16/04/2014	0.7	270	189.00	Creditors	New ASIC invoice received summarising charges for document lodgements. Reconcile invoice with previous and create a spreadsheet of document lodgements that have not been allocated to a fund. Request information on outstanding items from finance team at LM
Renee Lobb	Director 1	22/04/2014	0.1	510	51.00	Trade-On	Review correspondence and scan and send to LM Investment Management Ltd to update address details in database
Kelly-Anne Trenfield	Senior Managing Director	22/04/2014	1.1	600	690.00	Administration	Draft response to Russell's re costs queries emails re payment of legal, discussions with JP
Kelly-Anne Trenfield	Senior Managing Director	22/04/2014	0.1	600	60.00	Assets	emails re insurance issues
Glenn O'Kearney	Director 2	22/04/2014	0.3	560	188.00	Assets	Review insurance queries sally, review previous data provided to brokers, correspondence with sally, Completing PI insurance proposal forms, compiling information, discussion with GOK re income, review previous proposals, call to John Denery of Blue Broking
Sally McBryde	Managing Director	23/04/2014	3.5	570	1985.00	Trade-On	GOK re MIF indemnity claim and SOP emails re insurance; query status of KM response and review timing of B&R request
Kelly-Anne Trenfield	Senior Managing Director	23/04/2014	0.3	600	180.00	Assets	Review re update re funds emails re legal fees and compromise of these
Kelly-Anne Trenfield	Senior Managing Director	23/04/2014	0.2	600	120.00	Administration	Conference with SAM RE management services agreements for insurance renewal purposes.
Ryan Zordrager	Director 2	23/04/2014	0.2	560	112.00	Administration	Follow up LM regarding Operational cost invoice payments
Benjamin Robson	Associate II	23/04/2014	0.2	270	54.00	Creditors	Review correspondence from sally, meet with sally to discuss insurance for RE, prepare numbers for insurance forms completed by sally.
Glenn O'Kearney	Director 2	23/04/2014	1.2	560	672.00	Assets	Review email response to David Whyte from Clayton Utz and on send, Follow up Kordametha regarding insurance progress.
Renee Lobb	Director 1	24/04/2014	0.2	510	102.00	Investigations	emails in re sop and payment of fund legal costs
Kelly-Anne Trenfield	Senior Managing Director	24/04/2014	0.1	600	60.00	Administration	Review email from ACI, Raise with RFZ and provide commentary for response where able.
Renee Lobb	Director 1	28/04/2014	0.3	510	153.00	Trade-On	review email in from KAT - Request from KMPPA for extension of time to provide B&R listing request
Christine Alterator	Senior Director	28/04/2014	0.1	560	56.00	Administration	Various LM Payment batches received and sent to RFZ for review
Benjamin Robson	Associate II	29/04/2014	0.2	270	54.00	Creditors	Liaise with Sally McBryde in response to information requests surrounding management services agreements and applicable insurance, Liaise with Fiona surrounding same
Ryan Zordrager	Director 2	29/04/2014	1.2	560	672.00	Assets	Review management agreements, review control sheets, complete spreadsheet with details of same, complete PI proposal documents
Sally McBryde	Managing Director	29/04/2014	0.5	570	285.00	Trade-On	Meeting with Russell's re breakdown of fees and split of proceeds planning re requested information; information re Mallessons fees to DJB
Kelly-Anne Trenfield	Senior Managing Director	29/04/2014	1.6	600	960.00	Administration	Mail in from Australian Super - Super Business - your Australian Super half yearly report
Brittany Newman	Administration	29/04/2014	0.1	135	13.50	Administration	Take call from ASIC regarding information required regarding all funds and remuneration. Review subsequent email and respond to my sections. Copy in RFZ and GOK to assist in comprehensive response.
Renee Lobb	Director 1	30/04/2014	0.3	510	153.00	Trade-On	Creditor LM Payment batches various actions - follow up Zoran for supporting documents, Correspondence with Irene regarding FTI invoices and WIP ledgers
Benjamin Robson	Associate II	30/04/2014	0.3	270	81.00	Creditors	

Benjamin Robson	Associate II		30/04/2014	0.2	270	54.00	Administration	Organizing payment batches and signatures for missing LM Payment batches for Zoran and Irene
Ryan Zorgrager	Director 2		01/05/2014	0.4	560	224.00	Trade-On	Draft response to ASIC and forward to John Corbett and KAT for consideration
Ryan Zorgrager	Director 2		01/05/2014	0.2	560	112.00	Trade-On	Draft email to team concerning legal advice on advisor commission payments, for finalisation of audit
Ryan Zorgrager	Director 2		01/05/2014	0.3	560	168.00	Trade-On	Draft email to LM team concerning wind-down costs for each fund required to finalise audit and prepare investor communications
Ryan Zorgrager	Director 2		01/05/2014	0.2	560	112.00	Trade-On	Telephone in from Simon Tickner advising staff reductions at LM
Glenn O'Keamey	Director 2		01/05/2014	1.2	560	672.00	Assets	Correspondence from rz regarding costings required funds/investor updates, general updates on investor matters/costs etc., RFZ, discussions BJR, review op cost breakup and note to BJR.
Benjamin Robson	Associate II		01/05/2014	0.3	270	81.00	Creditors	Preparation of FUM split and payment request for DH Flinders invoice 14060
Benjamin Robson	Associate II		01/05/2014	0.2	270	54.00	Creditors	Payment of DH Flinders Invoice
Kelly-Anne Trenfield	Senior Managing Director		01/05/2014	0.3	600	180.00	Administration	Call in from GOK - discussion re LM indemnity position and settlement of legal costs
Christine Alterator	Senior Director		01/05/2014	0.2	560	112.00	Administration	Discuss ASIC notice with KAT and email ABW and GOK
Renee Lobb	Director 1		02/05/2014	0.2	510	102.00	Investigations	Review email from KoralMentha regarding insurance process contribution. Send email to Kelly-Anne Trenfield recommending process, Email Clayton Utz regarding contact with BDO.
Renee Lobb	Director 1		02/05/2014	0.1	510	51.00	Investigations	Review email from Mark Waller, Confirm okay to proceed with their suggested course of action.
Glenn O'Keamey	Director 2		02/05/2014	0.1	560	56.00	Assets	Review and sign off on compliance fee payments.
Kelly-Anne Trenfield	Senior Managing Director		02/05/2014	1.7	600	1020.00	Administration	Review statement of position and available funds; draft proposal re split of funds; review flow of funds re distribution of indemnity funds from funds
Renee Lobb	Director 1		05/05/2014	0.2	510	102.00	Trade-On	Emails with Chris Erfurt regarding distribution of costs for insurance scheme proposal.
Kelly-Anne Trenfield	Senior Managing Director		05/05/2014	0.4	600	240.00	Administration	Draft proposal to Russell's re settlement of Fund legal costs
Benjamin Robson	Associate II		05/05/2014	2.3	270	621.00	Creditors	LM Payment information total summary spread sheet by fund completed as per RFZ request. Inclusion of outstanding reimbursements by fund and operational costs by fund. Email to RFZ providing spreadsheet and supporting information. Discussion with RFZ regarding outstanding LM ASIC invoice charges not included
Ginette Muller	Senior Managing Director		05/05/2014	0.3	600	180.00	Administration	Exclude LMM Professional indemnity insurance, review and send to Sally McBryde to review.
Ryan Zorgrager	Director 2		06/05/2014	0.6	560	336.00	Administration	Draft response to ASIC queries
Benjamin Robson	Associate II		06/05/2014	0.4	270	108.00	Creditors	Update o Consultants fee register with multiple payment confirmations from Irene, primarily Russell's books and records invoices and King & Wood Mallesons outstanding payments
Christine Alterator	Senior Director		08/05/2014	0.2	560	112.00	Administration	Review B&R for share register requested by ASIC
Brittany Newman	Administration		06/05/2014	0.1	135	13.50	Administration	Mail out to David Clout & Associates - Correspondence received from Australian Super
Ryan Zorgrager	Director 2		07/05/2014	0.9	560	504.00	Trade-On	Receive and provide responses to emails to:1. Glenn O'Keamey - concerning fund costs and controlship dates2. Ben Robson - concerning LMM controller late lodgement asic invoices Discuss fund appointment of expenses with GOK. Review spreadsheet concerning costs of funds and wind-down costs.
Ryan Zorgrager	Director 2		07/05/2014	1.6	560	696.00	Administration	Review ASIC folders on server for documentation from ASIC, application for relief documentation. Consider impact on audits. Draft email to FTI learn on audit documentation and required ASIC notices
Kelly-Anne Trenfield	Senior Managing Director		07/05/2014	0.1	600	60.00	Administration	Emails in re mif indemnity and provision of information to MPF
Christine Alterator	Senior Director		07/05/2014	0.5	560	280.00	Administration	Review ccy register and mark up for SED to complete; discuss instructions with SED review and amend ASIC letter
Ryan Zorgrager	Director 2		08/05/2014	1.3	560	728.00	Trade-On	Review emails and draft legal advice concerning termination of terms of business by advisors, emails with Steve and Renee. Review advice from Norton Rose on the issue. Corresponded with John Corbett

Ryan Zogdrager	Director 2		08/05/2014	1.1	560	616.00	Administration	Review server for TOB agreements from investors / advisors. Emails with Renee Lobb concerning same
Renee Lobb	Director 1		08/05/2014	0.2	510	102.00	Investigations	Review emails in LMIM folder for terminations of adviser agreements and send to RFZ.
Glenn O'Kearney	Director 2		09/05/2014	1.7	560	952.00	Administration	Reconcile OOPS charges for inter-company invoices and consultancy fees as converted to remuneration across fund codes. correspondence with RibbCMA/Patrick ma and SAC. note to Kelly. discussions and updates from CMA.
Benjamin Robson	Associate II		09/05/2014	0.2	270	54.00	Creditors	Correspondence with Zoran regarding payment of LM Fund payments and retirement of FTI over controllership funds
Ryan Zogdrager	Director 2		12/05/2014	1.8	560	1008.00	Administration	Compile list of ASIC correspondences, review ASIC correspondences for suitability. Draft email to team to confirm no other documents available
Kelly-Anne Trenfield	Senior Managing Director		12/05/2014	0.1	600	60.00	Administration	Discussion with JRP re funding position
Christine Altorator	Senior Director		12/05/2014	0.3	560	168.00	Administration	review register of ASIC docs from RFZ and respond to email in
Renee Lobb	Director 1		13/05/2014	0.2	510	102.00	Trade-On	Answering queries regarding form 513's and providing same to Kelly-Anne Trenfield and RFZ.
Renee Lobb	Director 1		13/05/2014	0.1	510	51.00	Trade-On	Review and fwd change of adviser request to LM Investment Management Ltd staff for actioning.
Ryan Zogdrager	Director 2		13/05/2014	0.2	560	112.00	Trade-On	Provide KAT with update on funds
Kelly-Anne Trenfield	Senior Managing Director		13/05/2014	0.1	600	60.00	Administration	email/update re indemnity claim and costs orders
Sally McByde	Managing Director		14/05/2014	0.1	570	57.00	Trade-On	Discussion with John Dentistry of Blue Broking re PI insurance & proposals, update on status
Damian Bender	Managing Director		14/05/2014	1.5	600	900.00	Assets	Review work papers re client costing / preparation for meeting with lawyers
Benjamin Robson	Associate II		15/05/2014	0.4	270	108.00	Assets	Correspondence with Irene Celing regarding outstanding invoices for all funds on behalf on LMIM as RE
Glenn O'Kearney	Director 2		15/05/2014	0.1	560	56.00	Assets	Update in from Sally regarding LM insurance funds.
Glenn O'Kearney	Director 2		15/05/2014	0.7	560	392.00	Administration	Update master spreadsheet with fees across all fund codes, update LM FTI tech time as regarding trustee into sheet.
John Park	Senior Managing Director		15/05/2014	0.5	600	300.00	Administration	Work on Global Statement of Position. Email in Tucker & Cowen
Kelly-Anne Trenfield	Senior Managing Director		16/05/2014	0.1	500	60.00	Administration	JRP re SOP and satisfaction of fund legal costs/indemnities
Glenn O'Kearney	Director 2		19/05/2014	0.1	560	58.00	Assets	Discuss March qtr FUM figures BJR
Ryan Zogdrager	Director 2		19/05/2014	1.4	560	784.00	Trade-On	Review WIP allocations across funds as provided by GOK
Ryan Zogdrager	Director 2		19/05/2014	0.6	560	338.00	Trade-On	Review ASIC invoice and conference with BJR in relation to allocation of lodgement fees across the funds
Benjamin Robson	Associate II		19/05/2014	1.5	270	405.00	Creditors	Allocation of all ASIC invoices to a particular fund and loan book - work undertaken related to LMIM as responsible entity for funds. Work completed with RFZ
Kelly-Anne Trenfield	Senior Managing Director		19/05/2014	1.8	600	1080.00	Administration	Reconciliation of legal and administrator costs across funds; emails re Russells/mif claims; djb re lm updates; Discussion with Gok re fee allocations; review figures and discuss with gok; jrp update re Russell fee position;
Benjamin Robson	Associate II		20/05/2014	0.2	270	54.00	Creditors	Ox Fife invoice - advice to creditor to issue to Liquidators of LMA
Kelly-Anne Trenfield	Senior Managing Director		20/05/2014	0.1	600	60.00	Administration	call in from Sean Russell re extension re submission of B&R list from KM and delivery of flash drive for review
Christine Altorator	Senior Director		20/05/2014	0.2	560	112.00	Investigations	review USB from Kordamentia
Benjamin Robson	Associate II		21/05/2014	0.2	270	54.00	Creditors	Capital distribution payments received, reviewed, approved, recorded and returned to Leanne Troy
Kelly-Anne Trenfield	Senior Managing Director		22/05/2014	0.4	600	240.00	Administration	CMA re review of B&R request from KMCall in from GOK re administration update
Glenn O'Kearney	Director 2		22/05/2014	0.3	560	168.00	Assets	Review Average FUM figures March Qtr. prepare split of LMIM RE WIP calculations for March qtr involving across funds.
Benjamin Robson	Associate II		22/05/2014	0.5	270	135.00	Administration	EOM FUM figures for months of January to April saved and average FUM figures spread sheet created

Christine Alterator	Senior Director	22/05/2014	0.6	560	338.00	Administration	Review and copy file from KM with B&R request meeting with KAT re KM request and PC to Sean Russell
Christine Alterator	Senior Director	22/05/2014	0.1	560	56.00	Administration	See KAT regarding Phone Call to Sean Russell
Kelly-Anne Trenfield	Senior Managing Director	23/05/2014	0.2	600	120.00	Administration	CMA re review of information request from KM
Benjamin Robson	Associate II	23/05/2014	0.2	270	54.00	Creditors	Correspondence with Irene Galing and RFZ regarding daily LM Payment batches, print off invoices for signing and circulate
Benjamin Robson	Associate II	23/05/2014	1	270	270.00	Creditors	Formatting of data for FUM figures Jan - March 2014 and preparation of remuneration and OOP's invoices for same period.
Christine Alterator	Senior Director	23/05/2014	0.3	560	448.00	Administration	review Deed and docs online email out to Sean at Russell's re extension of time to review KM B&R request
Christine Alterator	Senior Director	23/05/2014	0.2	560	112.00	Administration	See KAT regarding review of Deed
Christine Alterator	Senior Director	26/05/2014	2.1	560	1176.00	Administration	review B&R request and prepare list of approved records and records requiring further investigations continue review B&R request and prepare list of approved records and records requiring further investigations
Benjamin Robson	Associate II	27/05/2014	0.4	270	108.00	Creditors	Collating and printing invoices for RFZ approval, cos Simon Tickner, Irene Galing, Leanne Troy of LM
Brittany Newman	Administration	27/05/2014	0.1	135	13.50	Administration	Mail in from Australian Super - Correspondence: Your contributions for payment period 18/4/2014 - 29/05/2014
Brittany Newman	Administration	27/05/2014	0.1	135	13.50	Administration	Mail out to David Clout & Associates - Correspondence received 27/05/2014 from Australian Super
Kelly-Anne Trenfield	Senior Managing Director	28/05/2014	0.2	600	120.00	Administration	GOKJRP re fee issues with BDO email from and response to Sean Russell re status of MPF costs orders
Glenn O'Kearney	Director 2	29/05/2014	0.1	560	56.00	Assets	Discuss RE FUM split BJR
Renee Lobb	Director 1	29/05/2014	0.2	510	102.00	Trade-On	Review AGI email and draft response; Request assistance from Kelly-Anne Trenfield and RFZ regarding audit meeting and quarantined monies.
Benjamin Robson	Associate II	29/05/2014	1.2	270	324.00	Creditors	Calls to ASIC to allocate judgement charges from ASJC invoice - finalisation of charges spreadsheet and draft email requesting payment pursuant to summary completed for each fund
Benjamin Robson	Senior Managing Director	29/05/2014	0.1	600	60.00	Creditors	Review and add commentary to RCL email to ACI
Kelly-Anne Trenfield	Senior Managing Director	29/05/2014	0.1	600	60.00	Administration	emails in re B&R access and legal costs
Kelly-Anne Trenfield	Senior Managing Director	29/05/2014	0.1	600	60.00	Administration	Final from and response to Steve Russell re outstanding costs
Mohamed Almulla	Senior Consultant I	29/05/2014	0.1	360	36.00	Administration	Assist CMA with Excel Sorting of Data
Christine Alterator	Senior Director	29/05/2014	0.1	560	56.00	Administration	Update to KAT regarding B&R review review
Christine Alterator	Senior Director	29/05/2014	0.1	560	56.00	Administration	MHA assistance with excel capabilities for sorting and reviewing books and records request
Christine Alterator	Senior Director	29/05/2014	0.1	560	56.00	Administration	Email out to Sean at Russell's regarding extension request
Benjamin Robson	Associate II	30/05/2014	0.2	270	54.00	Creditors	Received, reviewed, approved, recorded and returned transfer requests from Leanne Troy
Benjamin Robson	Associate II	30/05/2014	0.2	270	54.00	Creditors	Russell's invoice regarding Books and Records - discuss split with Glenn O'Kearney
Renee Lobb	Director 1	30/05/2014	0.2	510	102.00	Trade-On	Respond in full to ACI queries after revision of RFZ and Kelly-Anne Trenfield emails.
Christine Alterator	Senior Director	30/05/2014	0.3	560	168.00	Administration	investigate ideas proposed by MHA for sorting data in excel and test on MPF listing
Christine Alterator	Senior Director	30/05/2014	0.7	560	392.00	Administration	SED - instructions on MPF data review
Renee Lobb	Director 1	02/08/2014	0.2	510	102.00	Creditors	Call from creditor regarding potential negligence claim by investor.
Glenn O'Kearney	Director 2	02/08/2014	0.5	560	280.00	Trade-On	Correspondence from BUR regarding op costs may, review ledger and further invoice material. liaise with SAC and Kelly regarding unknown investor query, review quarantined funds data from appointment, note to Steve Hamman for assistance with information on investor deposits.
Benjamin Robson	Associate II	02/08/2014	0.4	270	108.00	Creditors	Time spent preparing LM Payment batches from Leanne Troy for signing by RFZ
John Corbett	Managing Director	02/08/2014	1.5	570	855.00	Assets	Review of documents for signing and dealing with audit issues across the funds

Kelly-Anne Trenfield	Senior Managing Director	02/06/2014	0.2	600	120.00	Administration	Review and update to do list; query outstanding items Review incoming documentation, consider and send to filing Mail in
Kelly-Anne Trenfield	Senior Managing Director	02/06/2014	0.4	600	240.00	Administration	emails in re quarantined funds; review position and schedule of deposits and instructions re Emails in; GOK re LMA Indemnity RFZ/GOK emails re legal issues/costs/audits
Damian Bender	Managing Director	02/06/2014	1.3	600	780.00	Assets	Review emails and suggestions re insurance litigation.
Glenn O'Kearney	Director 2	03/06/2014	0.4	560	224.00	Trade-On	Call from David Kennedy lma regarding server issues/records/move of lm staff etc. discussions with RFZ/
Benjamin Robson	Associate II	03/06/2014	0.2	270	54.00	Creditors	Forward LM Payment batches to Irene's new address - system down at LM
John Corbett	Managing Director	03/06/2014	1	570	570.00	Assets	Dealing with audit issues across the funds and FX issues
Kelly-Anne Trenfield	Senior Managing Director	03/06/2014	0.5	600	300.00	Administration	Meeting with RFZ/JDC re audit and accounting function
Renee Lobb	Director 1	04/06/2014	0.2	510	102.00	Trade-On	Responding to misc; requests for updating of database contact details. divert to appropriate parties where relevant.
Kelly-Anne Trenfield	Senior Managing Director	04/06/2014	1.4	600	600.00	Administration	emails re mpf; mail in emails in re appeal review and amend letter to EY re conduct of audit email re audit fees/ fee claim with receivers review letter to EY details of indemnity claim; discuss review with gok email in from aci; review draft response and request amendments
Benjamin Robson	Associate II	06/06/2014	0.3	270	81.00	Creditors	Enquiry from accounting firm regarding Tax return for LMM for an investors tax return
Kelly-Anne Trenfield	Senior Managing Director	06/06/2014	0.1	600	60.00	Administration	RFZ re engagement of former employees on hourly rates
Benjamin Robson	Associate II	10/06/2014	0.4	270	108.00	Creditors	Various amendments and inclusions to LMM payment requests and Correspondence with Leanne Troy
Renee Lobb	Director 1	10/06/2014	0.2	510	102.00	Trade-On	Respond to generalised email queries.
Kelly-Anne Trenfield	Senior Managing Director	10/06/2014	0.2	600	120.00	Administration	email in from KM re request re review of source docs re peter drake loan; request info from LM team;
John Corbett	Managing Director	10/06/2014	0.5	570	285.00	Assets	review records held re Drake loan
Glenn O'Kearney	Director 2	10/06/2014	0.2	560	112.00	Creditors	Audit issues
Kelly-Anne Trenfield	Senior Managing Director	11/06/2014	0.1	600	60.00	Administration	Correspondence from s Hannan regarding quarantined investments, note to Stuart Clancy for response.
Sally McBryde	Managing Director	11/06/2014	0.1	570	57.00	Trade-On	Letter in from Pipar Alderman re potential claims by RE and litigation funding opportunity to conduct examinations and formulate scheme of arrangement
John Corbett	Managing Director	11/06/2014	1	570	570.00	Assets	Call from Blue Broking re PI policy renewal
Christine Alterator	Senior Director	11/06/2014	3.9	560	2184.00	Administration	Audit completion issues
Carly Drew	Administration	12/06/2014	0.1	175	17.50	Administration	Identify books and records not available for collection by MPF Trustee from records listing provided by MPF Trustee
Kelly-Anne Trenfield	Senior Managing Director	12/06/2014	0.1	600	60.00	Administration	Prepared Final Letter for RFZ
John Corbett	Managing Director	12/06/2014	2	570	1140.00	Assets	review letter to asic re audit
Glenn O'Kearney	Director 2	12/06/2014	0.1	560	56.00	Trade-On	Review of material and discussions re completion of audits
Glenn O'Kearney	Director 2	12/06/2014	0.3	560	168.00	Assets	Review operation cost invoices and allocations to funds.
Sally McBryde	Managing Director	13/06/2014	0.1	570	57.00	Trade-On	Discussions with sally regarding insurance for responsible entity
John Corbett	Managing Director	13/06/2014	1	570	570.00	Assets	Call from Blue Broking re PI policy renewal
Sally McBryde	Managing Director	16/06/2014	0.2	570	114.00	Trade-On	Dealing with correspondence re completion of audits
Kelly-Anne Trenfield	Senior Managing Director	16/06/2014	0.2	600	120.00	Administration	Email from John Denehy of Blue Broking re PI insurance, email to RFZ & GOK re same, discuss and respond to Blue Broking
Glenn O'Kearney	Director 2	16/06/2014	1.5	560	840.00	Assets	Emails in re transfer of Bellpac files; RFZ re issuance of letters re audit/DG funding; cma re B&R Review insurance renew policy documents. Prof indemnity, discussions with RFZ on insurance issues, note to John Kennedy to discuss insurance for RE and LMA, prepare allocation split and provide to John Kennedy at c louts requesting funding, call form John to discuss, discuss trading issues with John and update team.

Kelly-Anne Trenfield	Senior Managing Director	17/06/2014	0.2	600	120.00	Administration	Email inform Ausbeck re claim by client against LM for loss in fund; instructions to RCI re response call in from Chris Erfurt re response to gedens on insurance issues
Glenn O'Kearney	Director 2	17/06/2014	0.5	560	280.00	Assets	Call from CMA regarding books and records issues regarding fund records, discussion with RFZ regarding management of LM fund issues.
Christine Alterator	Senior Director	17/06/2014	3.9	560	2184.00	Administration	Identify books and records not available for collection by MPF Trustee from records listing provided by MPF Trustee
Kelly-Anne Trenfield	Senior Managing Director	17/06/2014	0.2	600	120.00	Administration	CMA re review of B&R
Christine Alterator	Senior Director	17/06/2014	0.2	560	112.00	Administration	Phone Call with Sean Russell regarding new B&R review listing
Christine Alterator	Senior Director	17/06/2014	3.9	560	2184.00	Administration	Review and categorise MPF books and records listing from KM - for protection of balance funds
Christine Alterator	Senior Director	17/06/2014	-3.9	560	-2184.00	Administration	Review and categorise MPF books and records listing from KM - for protection of balance funds
Renee Lobb	Director 1	18/06/2014	0.3	510	155.00	Creditors	Review Kelly-Anne Trenfield email and Atkinson Vinden Lawyers correspondence, draft response to same and send to KAT for review.
Renee Lobb	Director 1	18/06/2014	0.2	510	102.00	Trade-On	Amendments to letter to Atkinson vinden lawyers, send to Kelly-Anne Trenfield.
Glenn O'Kearney	Director 2	18/06/2014	0.5	560	280.00	Assets	Review correspondence Trilogy regarding insurance action and funding etc, consider insurance position for SOP.
Glenn O'Kearney	Director 2	19/06/2014	0.2	560	112.00	Assets	Seek update John at clouts regarding insurance matters, call from John with update, discuss with Sally regarding blue broking position
Glenn O'Kearney	Director 2	19/06/2014	0.8	560	448.00	Creditors	Review fund advisor commission cred issue including previous advices KWM, review file for records on issue, discussions RFZ, brief review NR advices.
Glenn O'Kearney	Director 2	19/06/2014	0.5	560	280.00	Creditors	Reconcile myob accounts - funds owing LMA va service costs, review historical invoices etc, review loan account position etc.
Christine Alterator	Senior Director	19/06/2014	9	560	5040.00	Administration	Identify books and records not available for collection by MPF Trustee from records listing provided by MPF Trustee
Christine Alterator	Senior Director	19/06/2014	9	560	5040.00	Administration	Review and categorise MPF books and records listing from KM - for protection of balance funds
Christine Alterator	Senior Director	19/06/2014	-9	560	-5040.00	Administration	Review and categorise MPF books and records listing from KM - for protection of balance funds
John Park	Senior Managing Director	19/06/2014	0.3	600	180.00	Administration	Review and sign various ASIC judgements
Renee Lobb	Director 1	19/06/2014	0.1	510	51.00	Creditors	Send return correspondence to Atkinson Vinden lawyers.
Benjamin Robson	Associate II	19/06/2014	0.4	270	108.00	Administration	Resource allocation fee transfers as per Glenn O'Kearney instruction
Glenn O'Kearney	Director 2	19/06/2014	1.5	560	840.00	Administration	Reconcile service fees due to LMA from LMM RE, finalise invoices to LMM RE, memo to Kelly regarding LMA drawings, update SOP regarding payments to LMA, prepare split of Fund time charged to funds across LMA and LMM.
Christine Alterator	Senior Director	19/06/2014	7.5	560	4200.00	Administration	Identify books and records not available for collection by MPF Trustee from records listing provided by MPF Trustee
Christine Alterator	Senior Director	19/06/2014	7.5	560	4200.00	Administration	Review and categorise MPF books and records listing from KM - for protection of balance funds
Christine Alterator	Senior Director	19/06/2014	-7.5	560	-4200.00	Administration	Review and categorise MPF books and records listing from KM - for protection of balance funds
Benjamin Robson	Associate II	19/06/2014	0.5	270	135.00	Creditors	Category 2 AIF/CPF resource funds allocation payments to LMA from funds received from LMM for June 2013
Renee Lobb	Director 1	20/06/2014	0.2	510	102.00	Trade-On	Call with Eghard, answer queries on our response to management associated application queries.
Glenn O'Kearney	Director 2	20/06/2014	0.1	560	56.00	Assets	Update in from John K at clouts regarding insurance payments.
Benjamin Robson	Associate II	20/06/2014	1	270	270.00	Creditors	Correspondence with RFZ and LM regarding ASIC charges, issue ASIC charges to LM for payment
Kelly-Anne Trenfield	Senior Managing Director	20/06/2014	0.2	600	120.00	Administration	Review and approve email responses/correspondence replying to creditor/investor queries, review payment of costs from MPF funds
Ryan Zougdrager	Director 2	20/06/2014	0.1	560	56.00	Trade-On	Provide instructions to BUR RE issue of ASIC charge invoices to Funds
Kelly-Anne Trenfield	Senior Managing Director	20/06/2014	0.1	600	60.00	Administration	Emails in, discussion with CMA/Russell's re responding to ASIC notice for MPF records

Christine Alterator	Senior Director	20/06/2014	2.1	560	1178.00	Administration	Review and categorise MPF books and records listing from KM - for protection of balance funds
Christine Alterator	Senior Director	20/06/2014	0.5	560	280.00	Administration	Finalise review of B&R review; Phone Call with Sean regarding delivery of listing and discuss response to Piper Alderman letter (regarding notice from ASIC to produce Maddison feasibility emails)
Benjamin Robson	Associate II	23/06/2014	0.2	270	54.00	Creditors	Consultants fee register updated
Glenn O'Keamey	Director 2	23/06/2014	0.2	566	112.00	Assets	Review Russell's invoice - RE work records, review FUM split and draft email to LM, note to BJR
Benjamin Robson	Associate II	24/06/2014	0.2	278	54.00	Creditors	Enquiry to Irene regarding split of EY invoice and fund amounts outstanding as per RFZ request
Kelly-Anne Trenfield	Senior Managing Director	24/06/2014	0.1	600	60.00	Administration	Review and update to do list, query outstanding items re AIF/MPF
Christine Alterator	Senior Director	24/06/2014	1.5	560	840.00	Administration	Review records and collate listing of records not available for release to trustee of MPF
Kelly-Anne Trenfield	Senior Managing Director	24/06/2014	0.2	600	120.00	Administration	Review CMA assessment of books and records from KM information request; review mail in/out re contact with Piper Alderman re response to ASIC information request
Kelly-Anne Trenfield	Senior Managing Director	24/06/2014	0.1	600	60.00	Administration	Emails in re ASIC information request; review details of review of KM information request re confidentiality
Renee Lobb	Director 1	25/06/2014	0.3	510	153.00	Trade-On	Review correspondence draft from Clayton Utz to Gardens and email Kelly-Anne Trenfield seeking confirmation to instruct Clayton Utz to issue. Confirm same with Clayton Utz.
John Park	Senior Managing Director	25/06/2014	0.3	600	180.00	Administration	Review and settle updates from Ryan Zogdrager
Kelly-Anne Trenfield	Senior Managing Director	25/06/2014	0.1	600	60.00	Administration	Review email in from Clayton Utz re insurance issues and draft responses; provide instructions to RCI re release of conro
Glenn O'Keamey	Director 2	25/06/2014	0.2	560	112.00	Trade-On	Discussions with John at clouts regarding funding insurance/amendments to service arrangement/agreement, update early regarding insurance.
Christine Alterator	Senior Director	25/06/2014	3.7	560	2072.00	Administration	Review records and collate listing of quarantined records not available for release to MPF trustee
Brittany Newman	Administration	25/06/2014	0.1	135	13.50	Administration	Mail out to David Clout & Associates - Correspondence received from Australian Super
Renee Lobb	Director 1	26/06/2014	0.1	510	51.00	Trade-On	Review and fwd to LM Investment Management Ltd to action - transfer request.
Benjamin Robson	Associate II	26/06/2014	0.4	270	108.00	Creditors	LM IM capital distribution payments received, reviewed, approved, recorded and returned
Benjamin Robson	Associate II	26/06/2014	0.2	270	54.00	Creditors	Correspondence with LM regarding ASIC charges and apportionment of charges, advise S Tickner to pay ASPF and ICPAIF sections
Kelly-Anne Trenfield	Senior Managing Director	26/06/2014	0.3	600	180.00	Administration	Review response from McGrath Nicol re controllership indemnity; instructions to RFZ letter in from Piper Alderman re funding of PE/Migation FLE
Kelly-Anne Trenfield	Senior Managing Director	27/06/2014	0.1	600	60.00	Administration	emails re correspondence with auditors; claim against trilogy
Glenn O'Keamey	Director 2	27/06/2014	0.6	560	336.00	Trade-On	Review draft HOA clouts regarding fund contributions; service costs, consider issues and prepare note to Kelly; update in regarding insurance payments clouts.
Benjamin Robson	Associate II	27/06/2014	0.3	270	81.00	Creditors	LMIM Cap distribution payments received from Leanne Troy, printed and collated for signing
Christine Alterator	Senior Director	30/06/2014	1	560	560.00	Administration	Identify books and records not available for collection by MPF Trustee from records listing provided by MPF Trustee
Glenn O'Keamey	Director 2	30/06/2014	0.5	560	280.00	Trade-On	Correspondence with Simon Tickner regarding fund payables/register; review service agreement clouts; note to Kelly regarding issues.
Kelly-Anne Trenfield	Senior Managing Director	30/06/2014	0.4	600	240.00	Administration	Review costs/service agreement proposed by PJEC re funds management/business; Review sop to JRP re ADO fee discuss and Russell's claims; Review fee position/approval and drawings review RFZ, letter to ask re update

64850.00

Glenn O'Keamey	Director 2	27/08/2014	0.2	560	112.00	Trade-On	Correspondence from FOS; raise with BUR and REZ regarding membership etc.
Glenn O'Keamey	Director 2	28/08/2014	1	560	560.00	Trade-On	Correspondence LMA review service agreement and provide reply to LMA. discuss data req UK investors with REZ. draft reply, discussion REZ and BUR regarding status of FOS quarterly payments.
Benjamin Robson	Associate II	29/08/2014	0.2	270	54.00	Administration	Follow up calls and messages left at FOS regarding notices to exist
Ryan Zangranger	Director 2	28/08/2014	0.3	560	168.00	Trade-On	Conference with GOK RE FOS membership side-off notification. Draft email out to Peter Schmidt of NRF
Kelly-Anne Trenfield	Senior Managing Director	29/08/2014	0.1	500	60.00	Administration	Review letter to ask re status of account lodgment
Glenn O'Keamey	Director 2	01/09/2014	0.2	560	112.00	Trade-On	Review note regarding the membership/leave Ben Robson and Ryan and instruct payments.
Renee Lobb	Director 1	02/09/2014	0.1	510	51.00	Administration	Send to LM Investment Management Ltd staff change of details information received for investors.
Benjamin Robson	Associate II	02/09/2014	0.4	270	108.00	Creditors	Payment of FOS membership invoices on behalf of funds, discussion with Nicolas Wurst at FOS and Glenn O'Keamey regarding exit from FOS
Glenn O'Keamey	Director 2	02/09/2014	0.3	560	168.00	Assets	Discussions REZ regarding status of fund work, review FOS payment and discuss with BUR
Christine Alerator	Senior Director	02/09/2014	1.8	560	898.00	Investigations	Finalise Investigations of MPF/KM data request and draft response to Ronald
Christine Alerator	Senior Director	02/09/2014	0.2	560	112.00	Investigations	Internal email to Ronald at KM re review of EAR
Christine Alerator	Senior Director	03/09/2014	1.1	560	816.00	Investigations	Teleconference with KM re books and records issues; update KAT and finalise file note of meeting
Benjamin Robson	Associate II	04/09/2014	0.4	270	108.00	Creditors	Correspondence with Irene Cailing, Shelly Chalmers and Fiona Dancy of LM regarding LMM invoices outstanding as RE for funds. Request update from Irene
Renee Lobb	Director 1	05/09/2014	0.1	510	51.00	Administration	Review and fwd to LM Investment Management Ltd staff platform transfer query.
Renee Lobb	Director 1	08/09/2014	0.2	510	102.00	Trade-On	Review email from adviser regarding lack of updates on funds. Provide explanation and refer to website for recent CPF, AIF and ASPF updates issued.
Kelly-Anne Trenfield	Senior Managing Director	08/09/2014	0.2	600	120.00	Administration	Up update re discussions with Amara Barton/Review incoming documentation, consider and send to filing
Kelly-Anne Trenfield	Senior Managing Director	09/09/2014	0.1	600	60.00	Administration	Email in from David Clout and discussion with GDM/JRP
Renee Lobb	Director 1	10/09/2014	0.2	510	102.00	Trade-On	Review and respond to investor claims.
Renee Lobb	Director 1	11/09/2014	0.2	510	102.00	Trade-On	Review and forward on to LM Investment Management Ltd where required and respond to other investor enquiries.
Renee Lobb	Director 1	12/09/2014	0.1	510	51.00	Administration	Fwd transfer form to LM Investment Management Ltd for action.
Kelly-Anne Trenfield	Senior Managing Director	12/09/2014	0.8	600	480.00	Investigations	Review update on PE possibility with pipel alignment on insurance claims.
Glenn O'Keamey	Director 2	12/09/2014	0.1	560	56.00	Trade-On	Review proposal from DLA re publication examination/understanding agreement email in re requests for meeting from Thal Investor group. JRP re meeting times email to Clayton Uz re insurance scheme and involvement to PA
Renee Lobb	Director 1	15/09/2014	0.7	510	357.00	Investigations	Update Kelly regarding services agreement etc.
Renee Lobb	Director 1	16/09/2014	0.1	510	51.00	Administration	Teleconferences with Clayton Uz regarding insurance funding proposal by pipel aldeman. Pre and post discussions with Kelly-Anne Trenfield on same.
Renee Lobb	Director 1	16/09/2014	0.1	510	51.00	Administration	Fwd transfer form to investor.
Gillette Muller	Senior Managing Director	16/09/2014	1.5	600	900.00	Administration	File all sent emails on insurance issues and general enquiries from investors.
Renee Lobb	Director 1	17/09/2014	0.3	510	153.00	Trade-On	Meeting with DLG regarding cloud etc. See file note regarding same. Consider further issues
Christine Alerator	Senior Director	17/09/2014	0.3	510	153.00	Creditors	Call with investor. Answer general questions on joining and some on First Mortgage Income Fund, provide BDO's details and brief update.
Christine Alerator	Senior Director	17/09/2014	-0.1	560	56.00	Investigations	Call from adviser provide general update on funds.
Christine Alerator	Senior Director	17/09/2014	1.5	560	1054.00	Investigations	MPF - review of denied records titled credit synopsis and prepare summary for KM
Renee Lobb	Director 1	18/09/2014	0.2	510	102.00	Trade-On	MPF - review of denied records titled credit synopsis and prepare summary for KM
Renee Lobb	Director 1	18/09/2014	0.3	510	153.00	Administration	Review and respond to investor queries.
Renee Lobb	Director 1	18/09/2014	0.3	510	153.00	Administration	Call with Chris Erfort of Clayton Uz regarding insurance matters and time cost charging separation between funds. Provide update on information from LMM staff. Follow up LMM staff on limiting of same.
Kelly-Anne Trenfield	Senior Managing Director	18/09/2014	0.1	600	60.00	Administration	Review pipel aldeman funding agreement.
Renee Lobb	Director 1	19/09/2014	0.2	510	102.00	Investigations	Review and respond to email regarding change of address enquiries.
Renee Lobb	Director 1	22/09/2014	0.1	510	51.00	Administration	Review and respond to email from investor. Fwd links for acting to LM Investment Management Ltd staff.
Kelly-Anne Trenfield	Senior Managing Director	22/09/2014	0.1	600	60.00	Administration	Review email from Clayton Uz regarding costs separation and split between LMM and Managed Performance Fund. Send email to Kelly-Anne Trenfield and comments
Kelly-Anne Trenfield	Senior Managing Director	22/09/2014	0.1	600	60.00	Assets	Call in from Mark Waller re correspondence from Pipel aldeman draft email to pipel aldeman re instructions; review email from mark Waller and additional
Christine Alerator	Senior Director	22/09/2014	0.1	560	56.00	Administration	GOK regarding information updating and awaiting timing on same.
							Review and respond to email regarding change of address enquiries.
							Review and respond to email from investor. Fwd links for acting to LM Investment Management Ltd staff.
							Mail in from McGrath Nicole re claim for reimbursement of costs borne by LMA and paid by MIF re funds management business
							emails in re cost allocations; review responses
							email out to Ronald at KM regarding review of credit synopsis denied records

Glenn O'Kearney	Director 2	22/09/2014	1	560	560.00	Assets	Review correspondence McGrath Nicoll regarding operational costs reimbursement. review airmaire's compare with estimates across funds. note to j cobbett for discussion.
Renee Lobb	Director 1	23/09/2014	0.1	510	51.00	Administration	Confirm with Ben after review of Kelly-Anne Trenfield email that no further information on member numbers is required for Russell's.
Kelly-Anne Trenfield	Senior Managing Director	23/09/2014	0.2	600	120.00	Administration	GOK re status of law claim and LMA position; mail in; emails in.
Kelly-Anne Trenfield	Senior Managing Director	23/09/2014	0.1	600	60.00	Administration	Review RFZ email to WMS and discuss with GOK
Glenn O'Kearney	Director 2	23/09/2014	1.8	660	1008.00	Trade-On	Review previous correspondence MCGN regarding service agreements/operational costs; teleconference with John Corbett regarding funds ability to contribute. review supporting docs to MCGN claims. prepare memo and strategy for dealing with matter - issue to Kelly and John. reply in Kelly; note to Kelly regarding offset issues/FMIF.
Benjamin Robson	Associate II	24/09/2014	1	270	270.00	Creditors	Various LM Payment batches filed; reconciliation of payments register.
Renee Lobb	Director 1	26/09/2014	0.1	510	51.00	Investigations	Review email from Steve Hannah. Advise to send all lawyer required information in one lot.
Glenn O'Kearney	Director 2	29/09/2014	0.2	560	112.00	Trade-On	Laiese Ian Nicoll r regarding op cost contributions/discussion. note RFZ regarding op cost budgets.
Renee Lobb	Director 1	29/09/2014	0.1	510	51.00	Administration	Field enquiry regarding adviser login to LIR Investment Management Ltd staff.
Glenn O'Kearney	Director 2	30/09/2014	1.3	560	728.00	Trade-On	Notes from RFZ regarding op cost issues and reply to RFZ; review ASIC statement regarding change across funds windup fees etc. teleconference with Ian Nicoll regarding op contributions to FMIF regarding funding requested, prepare and issue note to John c and Ryan regarding discussion and next steps to resolve.
					50608.00		

LM Investment Management
 Period: 1 October to 31 December 2014

Name	Position	Date	hrs	Charge out Rate	Charge	Task Desc	Narrative
Carly Drew	Administration	01/10/2014	0.2	175	35.00	Administration	8078 - WIF - saved 500s and sent to filing section 2
Kelly-Anne Trenfield	Senior Managing Director	01/10/2014	0.1	600	60.00	Administration	Get re status of LMA management fee recovery and BDO position
Glenn O'Keamey	Director 2	01/10/2014	0.9	560	280.00	Trade-On	Review breakdown of financial data McGrath Neal regarding operation cost allocations and general allocations vs FUM method.
Damian Bender	Managing Director	01/10/2014	2.2	600	1320.00	Administration	Review funding issues re cases action, discussions clayton via AWS email PA issues
Benjamin Robson	Associate II	03/10/2014	0.3	270	81.00	Creditors	Perusal email and invoice from ASIC relating to outstanding payments, issue to LM
Benjamin Robson	Associate II	03/10/2014	0.9	270	135.00	Creditors	Update Consultants register with Matter number formal for Russell's invoices across various funds as RE
Glenn O'Keamey	Director 2	03/10/2014	0.3	560	168.00	Trade-On	Call from John K regarding operational documents for op cost support reimbursements FMIF
John Park	Senior Managing Director	07/10/2014	0.1	600	60.00	Administration	Email in from investor
Kelly-Anne Trenfield	Senior Managing Director	08/10/2014	0.3	600	180.00	Administration	Update status memo GOK to update; mail in re costs order claims review email from RPZ re accounting function of funds
Renee Lobb	Director 1	10/10/2014	0.1	510	51.00	Administration	Send transfer form to LMIM for processing
Renee Lobb	Director 1	10/10/2014	0.1	510	51.00	Trade-On	Review email from investor, fwd to LMIM staff to action transfer
Renee Lobb	Director 1	13/10/2014	0.2	510	102.00	Administration	Review fund update request from Steve Hannan and RPZ response regarding items required for ASPF and CPF audits
Kelly-Anne Trenfield	Senior Managing Director	13/10/2014	0.1	600	60.00	Administration	emails from and to Ian Bissell re co-ordination of Russell's FY meeting
Glenn O'Keamey	Director 2	13/10/2014	0.1	560	56.00	Trade-On	Discuss op cost invoice status BUR
Kelly-Anne Trenfield	Senior Managing Director	15/10/2014	0.3	600	180.00	Administration	emails in re funding Russell's to do list
Kelly-Anne Trenfield	Senior Managing Director	18/10/2014	0.2	600	120.00	Administration	Review and update to do list; query outstanding litigation; message re air, get re funding
Glenn O'Keamey	Director 2	18/10/2014	0.3	560	168.00	Administration	Note to Ryan regarding Fund accounting generally, initial review RE in data prepared BUR across funds
Benjamin Robson	Associate II	17/10/2014	0.3	270	81.00	Administration	Check LM Accounts - AIF, CPF and FMIF for funds received into Liquidation account
Carly Drew	Administration	17/10/2014	0.1	175	17.50	Administration	Prepared Final Letter and issued to Piper Alderman & Clayton via cs KAT/ARP
Renee Lobb	Director 1	20/10/2014	0.2	510	102.00	Trade-On	Sending to LM Investment Management Ltd transfer and holding requests for action
Renee Lobb	Director 1	21/10/2014	0.2	510	102.00	Trade-On	Review and file LM emails and responses
Renee Lobb	Director 1	21/10/2014	0.2	510	102.00	Trade-On	Respond to email seeking JV
Renee Lobb	Director 1	21/10/2014	0.2	510	102.00	Trade-On	Call with ASIC regarding 77 CA notices
Renee Lobb	Director 1	21/10/2014	0.1	510	51.00	Administration	Filing all sent emails
Renee Lobb	Director 1	21/10/2014	0.1	510	51.00	Creditors	Call from adviser regarding commissions
Renee Lobb	Director 1	22/10/2014	0.1	510	51.00	Investigations	Review ASIC notice of production and send to Kelly-Anne Trenfield with comments
Renee Lobb	Director 1	22/10/2014	0.1	510	51.00	Administration	Email to Steve Hannan requesting production of receipts for ASIC notice
Renee Lobb	Director 1	22/10/2014	0.1	510	51.00	Investigations	Answer Steve Hannan's queries regarding cashbook
Renee Lobb	Director 1	22/10/2014	0.1	510	51.00	Administration	Follow up items on multiple issues relating to LM as RE for funds - invoices to be paid, aged payable reports, reimbursement to be paid
Benjamin Robson	Associate II	23/10/2014	1	270	270.00	Administration	Review email from Steve Hannan Request from Kelly-Anne Trenfield information to access data room. After unable to access data room request USB from Steve
Renee Lobb	Director 1	23/10/2014	0.2	510	102.00	Administration	Email to Steve Hannan regarding September FUM figures
Benjamin Robson	Associate II	24/10/2014	0.1	270	27.00	Administration	Review and respond to email from ASIC
Renee Lobb	Director 1	24/10/2014	0.1	510	51.00	Administration	Further email to ASIC
Renee Lobb	Director 1	27/10/2014	0.1	510	51.00	Administration	Email investor requesting transfer document to be resent
Renee Lobb	Director 1	27/10/2014	0.2	510	102.00	Investigations	Review after downloading documents from LM Investment Management Ltd for ASIC notice response, raise email queries with Steve Hannan
Renee Lobb	Director 1	27/10/2014	0.1	510	51.00	Investigations	Further email to Steve Hannan regarding clarification on requirements of notices vs information provided
Renee Lobb	Director 1	27/10/2014	0.1	510	51.00	Investigations	Review Steve's response to email regarding LMIM information; Request additional information and email Kelly-Anne Trenfield regarding interim ASIC response and extension request
Renee Lobb	Director 1	27/10/2014	0.2	510	102.00	Investigations	Email to Steve Hannan regarding data room issues in CMA absence
Renee Lobb	Director 1	27/10/2014	0.1	510	51.00	Administration	Review further information from Steve and download from Dropbox to client file, email ASIC confirming documents to hand and requesting confirmation of medium to send
Renee Lobb	Director 1	27/10/2014	0.3	510	153.00	Investigations	DRAFT COVER LETTER TO ACCOMPANY DOCUMENTS FOR ASIC NOTICE
Renee Lobb	Director 1	27/10/2014	0.2	510	102.00	Investigations	Response to email from GOK regarding ASIC notice
Renee Lobb	Director 1	27/10/2014	0.1	510	51.00	Administration	Finalise letter and send to Kelly-Anne Trenfield for ASIC
Renee Lobb	Director 1	27/10/2014	0.1	510	51.00	Administration	Emails re ASIC notice and supply of info; file re status of Russell's responses; review letter to GOK
Kelly-Anne Trenfield	Senior Managing Director	27/10/2014	0.4	600	240.00	Administration	Arrange mailing of USB and email ASIC to confirm response to ASIC notice in today's mail
Renee Lobb	Director 1	28/10/2014	0.1	510	51.00	Investigations	

Renee Lobb	Director 1	28/10/2014	0.1	510	51.00	Administration	File all emails
Renee Lobb	Director 1	28/10/2014	0.2	510	102.00	Administration	Emails with Steve Hantson regarding leave and documents to go out whilst away.
Glenn O'Keamey	Director 2	28/10/2014	1.1	560	616.00	Administration	Review LMA time recorded sept qtr. allocation review. Note to Kelly regarding LMIM Insurance time allocation.
Glenn O'Keamey	Director 2	28/10/2014	0.5	560	260.00	Trade-On	Review staff invoices provided by Mark regarding operation cost allocation to funds. Reply requesting additional info. Note to RFZ regarding staffing and fund accounting.
Glenn O'Keamey	Director 2	28/10/2014	1	560	560.00	Administration	Recapitulation of Sept team date and allocations. Update master summary spreadsheet. Confirm involvement application to BUK/Kelly. Prepare F.V.M's split Category 2 items.
Glenn O'Keamey	Managing Director	30/10/2014	0.2	560	112.00	Assets	Correspondence from blue broking regarding prof indemn insurance. Correspondence to and from Sally regarding matter.
Glenn O'Keamey	Director 2	30/10/2014	0.1	570	57.00	Trade-On	Email from Blue Broking re FI policy. Consider and email GOK. Review old emails & respond to GOK query re same.
Glenn O'Keamey	Director 2	31/10/2014	0.4	560	224.00	Investigations	Review ASIC notes. Call Steven Hantson regarding required documents ASIC. Note to Steve confirming same. Note from JAC regarding emp records. Note Sally regarding same.
Glenn O'Keamey	Director 2	31/10/2014	0.5	560	260.00	Assets	Review LMA PI renewal documents for RE position and LMA. In position - don't reply to Blue Broking regarding update on income details etc.
John Corbett	Managing Director	31/10/2014	0.5	570	265.00	Administration	Review and processing of payments
Kelly-Anne Trenfield	Senior Managing Director	03/11/2014	0.1	600	60.00	Administration	Review advice to ASIC re status of smaller funds/split
Glenn O'Keamey	Director 2	03/11/2014	0.3	560	168.00	Trade-On	Update in DLC regarding office closure. Issue REFZ regarding management funds.
Renee Lobb	Director 1	04/11/2014	0.2	510	102.00	Administration	Review emails regarding items costing provide input.
Renee Lobb	Director 1	04/11/2014	0.2	510	102.00	Administration	Review further ASIC notice and subsequent emails. Respond to GOK regarding where to obtain info.
Benjamin Robson	Associate II	04/11/2014	0.3	270	81.00	Administration	Check LM Bank Accounts for funds received
Renee Lobb	Director 1	05/11/2014	0.2	510	102.00	Administration	Email ASIC to confirm receipt of second notice.
Renee Lobb	Director 1	05/11/2014	0.1	510	51.00	Administration	Send updates for database to IM staff.
Renee Lobb	Director 1	05/11/2014	0.1	510	51.00	Administration	Review and respond to emails regarding ASIC request for documents.
Kelly-Anne Trenfield	Senior Managing Director	05/11/2014	0.1	600	60.00	Administration	GOK re recovery of costs and update on claims against BDD
Glenn O'Keamey	Director 2	05/11/2014	0.1	560	56.00	Trade-On	Discussion BUK capture of offers. review ring DLC.
Renee Lobb	Director 1	07/11/2014	0.3	510	153.00	Investigations	Review of records left by Christie Miller for listing. List same and request labels from Tracey Rumbold.
Renee Lobb	Director 1	07/11/2014	0.1	510	51.00	Administration	Request Steve Hantson assistance in responding to inquiry on committee members etc.
John Park	Senior Managing Director	07/11/2014	0.1	600	60.00	Administration	Email to from investor
John Corbett	Managing Director	07/11/2014	0.5	570	265.00	Trade-On	Discussion with EY regarding audit advice across the funds
Renee Lobb	Director 1	07/11/2014	0.2	510	102.00	Creditors	Review email requesting information on completed signatures. Contact LM Investment Management Ltd self to assist with same.
Renee Lobb	Senior Managing Director	10/11/2014	0.2	600	60.00	Administration	Respond to investor query regarding committee of compliance members etc.
Renee Lobb	Director 1	11/11/2014	0.1	510	51.00	Investigations	Emails re status of sds issues. email to Steve Russell re update on the issues
Kelly-Anne Trenfield	Senior Managing Director	11/11/2014	0.2	510	102.00	Investigations	Email to RFZ requesting CPA, ASPE and AIF fund balances and likely returns.
Renee Lobb	Director 1	11/11/2014	0.2	510	102.00	Investigations	Review and respond to email from RFZ. Provide information table to be completed and provide background on fund information required
John Corbett	Managing Director	11/11/2014	1	570	570.00	Trade-On	Discussion regarding issues and process of taking the fund management in-house with LMA to be shut down by 23 December.
Kelly-Anne Trenfield	Senior Managing Director	11/11/2014	0.3	800	180.00	Administration	Review emails in re conversion to computer/reviewer re email re fund returns for insurance purpose. email from Chris Effort and query to russell re outstanding costs
Glenn O'Keamey	Director 2	11/11/2014	0.3	560	168.00	Trade-On	Discussions with David Clout regarding LM RE requirements LMA start etc. note REFZ. note Insurer.
Renee Lobb	Director 1	12/11/2014	0.2	510	102.00	Trade-On	Review email regarding western union issue from Kelly-Anne Trenfield. respond with info provided by Ryan.
John Corbett	Managing Director	12/11/2014	0.5	570	265.00	Administration	Review emails re Western Union
Glenn O'Keamey	Director 2	13/11/2014	0.2	510	112.00	Assets	Update in regarding insurance. review correspondence regarding fund creditor claims.
Renee Lobb	Director 1	13/11/2014	0.1	510	51.00	Administration	Respond to email from GOK regarding timing of Steve Hamman's return.
Renee Lobb	Director 1	13/11/2014	0.1	510	51.00	Administration	Follow up Tracey regarding records listings and box labels.
Glenn O'Keamey	Director 2	13/11/2014	1	560	560.00	Administration	Review amended Cat 2 invoices. notes for discussion with BUK. re: provide REM approval/REM tracking sheets regarding fund allocations
Glenn O'Keamey	Director 2	14/11/2014	0.3	560	168.00	Assets	Call from John at blue broking regarding PI insurance. review proposal and reply w/ Blu seeking updated info. note to DLC regarding LMA PI.
Renee Lobb	Director 1	17/11/2014	0.2	510	102.00	Investigations	Review print for file and save to file. Supplementarily insurer notification around atbce claims.
Glenn O'Keamey	Senior Managing Director	17/11/2014	0.5	560	260.00	Assets	Call John Kennedy regarding PI insurance LMA and LMIM as RE. call John at Blue and discuss insurance terms for LMIM RE. note.
Kelly-Anne Trenfield	Senior Managing Director	17/11/2014	0.2	600	120.00	Administration	Review engagement of computer share and agree re appointment. re-confirmation and execution of appointment documents
Renee Lobb	Director 1	18/11/2014	0.1	510	51.00	Creditors	Review equity regarding skanda and royal London investors. respond requesting investor ID to provide appropriate update.
Renee Lobb	Director 1	18/11/2014	0.5	510	265.00	Investigations	Call with Chris at Clayton Utz. Discuss outstanding issues and inform request for undervalue delinquent action. Follow up RFZ on progress regarding capital loss fund figures and GOK regarding remuneration update.
Renee Lobb	Director 1	18/11/2014	0.1	510	51.00	Administration	Review update on involving.
Renee Lobb	Director 1	18/11/2014	0.1	510	51.00	Assets	Review email and policy documents. confirm will have Christie Miller sign.

Mohamed Alnulla	Senior Consultant I	06/12/2014	0.5	350	100.00 Administration	Review email from EZ and AGT regarding transfer of files and respond.
John Park	Senior Managing Director	07/12/2014	0.1	800	50.00 Administration	Reply in David Clout
Renee Lobb	Director 1	08/12/2014	0.1	510	51.00 Administration	Review email with POA for PTA and fwd to In.
Kelly-Anne Trandfield	Senior Managing Director	08/12/2014	0.1	600	50.00 Administration	Mail in to IM auditor and delete all website.
Mohamed Alnulla	Senior Consultant I	08/12/2014	1	360	360.00 Administration	Meeting with AGT and compare files regarding things over etc.
Mohamed Alnulla	Senior Consultant I	08/12/2014	1.5	360	540.00 Administration	Discuss with AGT and Ryan and discussions on data servers etc. review ftp servers

LM Investment Management
 Period - 1 January 2015 to 30 June 2015

Name	Position	Date	hrs	Charge out Rate	Charge	Task Desc	Narrative
John Park	Sr Managing Dir	05/01/2015	0.40	600.00	240.00	Administration	Review status of all outstanding matters
Kelly-Anne Trenfield	Sr Managing Dir	05/01/2015	0.30	600.00	180.00	Administration	Email to JRP re status of legal advice; email to russells re planning meetings in re LMA office closure and clout proceedings in from Russells re investment in cdc proceedings against directors
John Park	Sr Managing Dir	06/01/2015	0.20	600.00	120.00	Administration	Email in Russells
Renee Lobb	Director	06/01/2015	0.10	610.00	61.00	Administration	Review and respond to email from RFZ regarding workbook
Glenn O'Keamey	Senior Director	06/01/2015	0.50	560.00	280.00	Trade-On	Discuss FUM and ongoing trading issues for funds with BUR, review correspondence from cdc regarding fund records group, review orders, notes
Benjamin Robson	Consultant	06/01/2015	0.20	270.00	54.00	Assets	Call to Steve Harris regarding FUM issues
Benjamin Robson	Consultant	06/01/2015	0.50	270.00	135.00	Creditors	Russells invoice B20198 regarding books and records reviewed and reentered, discuss with Glenn O'Keamey strategy to obtain FUM figures. Email to Steve Harris
John Park	Sr Managing Dir	07/01/2015	1.10	600.00	660.00	Administration	Prepare for and attend meeting with David Coker, BDO and KAT to resolve access to records issue
Kelly-Anne Trenfield	Sr Managing Dir	07/01/2015	1.10	600.00	660.00	Administration	Meeting with clout and MIFMPF re books and records; update to CMA re review
Kelly-Anne Trenfield	Sr Managing Dir	07/01/2015	0.70	600.00	420.00	Administration	Review mail in from David Chou & Assoc re appointment over books and records; book meeting room; notes on discussion points/emails re meeting with russells
Christine Altarator	Senior Director	07/01/2015	0.10	560.00	56.00	Administration	Review email in from KAT and letter outlining B&R issues
Christine Altarator	Senior Director	07/01/2015	0.20	600.00	120.00	Administration	Set up with KAT re LM B&R moving forward
Glenn O'Keamey	Senior Director	07/01/2015	0.50	600.00	300.00	Administration	Meet with BUR and discuss consultants register, review various entries and unknown allocations
John Park	Sr Managing Dir	08/01/2015	0.10	600.00	60.00	Administration	Email in David Chou / David Whyte
Renee Lobb	Director	08/01/2015	0.20	510.00	102.00	Investigations	Review further email with respect to stay of previous proceedings pending provision of guarantees for costs, bring ups for critical dates
Benjamin Robson	Consultant	08/01/2015	0.30	270.00	81.00	Administration	FUM figures request - contact with Steve Hannan
Glenn O'Keamey	Senior Director	08/01/2015	0.10	590.00	59.00	Administration	Letter with BUR regarding required info for cost allocation between funds
Renee Lobb	Director	08/01/2015	0.20	510.00	102.00	Administration	Review Glenn's Muller email to create with information. Also review and respond to email with information for investor to update contact details
John Park	Sr Managing Dir	08/01/2015	0.10	600.00	60.00	Administration	Email in Russells
Benjamin Robson	Consultant	08/01/2015	0.10	270.00	27.00	Administration	Mail Out
Benjamin Robson	Consultant	08/01/2015	0.50	270.00	135.00	Creditors	Update consultants fee register
Glenn O'Keamey	Senior Director	08/01/2015	1.00	600.00	600.00	Administration	Discuss payments from fund/process/checks etc RFZ and BUR; note to Kelly regarding allocation matters to fund/costs fund offset etc, review insurance allocations across funds/discuss FUM reimbursements on costs allocations to funds with RFZ
John Park	Sr Managing Dir	10/01/2015	0.10	600.00	60.00	Administration	Email in Ashley Tiplacy
John Park	Sr Managing Dir	11/01/2015	0.10	600.00	60.00	Administration	Email in Ashley Tiplacy
Renee Lobb	Director	12/01/2015	0.50	600.00	300.00	Administration	Review email from RFZ regarding required fund circulars. Confirm will attend to same
Kelly-Anne Trenfield	Sr Managing Dir	12/01/2015	0.80	600.00	480.00	Administration	Attend file review meeting with Ashley Tiplacy and Susan Russell
Glenn O'Keamey	Senior Director	12/01/2015	1.00	560.00	560.00	Administration	Prop agenda and update from notes; prepare for meeting with Russells meeting with russells re status of fund issues to be progressed
Renee Lobb	Director	13/01/2015	0.10	510.00	51.00	Administration	Initial review and Prepare WIP information for review and allocation across funding areas
Kelly-Anne Trenfield	Sr Managing Dir	13/01/2015	0.10	510.00	51.00	Administration	Email report to RFZ
Renee Lobb	Director	13/01/2015	0.10	600.00	60.00	Creditors	Review email from CMA regarding allocations. Ask KAT sorted for responses
Kelly-Anne Trenfield	Sr Managing Dir	13/01/2015	0.10	600.00	60.00	Creditors	Emails in re notices to members; review and amend draft notices
Kelly-Anne Trenfield	Sr Managing Dir	13/01/2015	0.20	600.00	120.00	Administration	Re re B&R regime; review emails re Simon Tischer need for information in re issuing notices to members; various emails re register details
Benjamin Robson	Consultant	13/01/2015	1.00	270.00	270.00	Administration	Surcorp account access - Token ID activation and review of Nov and Dec statements for BAS lodgement's
Renee Lobb	Director	14/01/2015	0.20	510.00	102.00	Administration	Review email regarding mutual registers and insurance from Glenn and Ryan. Response to same
Renee Lobb	Director	14/01/2015	0.20	510.00	102.00	Administration	Review email from Ben Robson regarding transfer to templates, suggest efficient procedure to Kelly-Anne Trenfield
Glenn O'Keamey	Senior Director	14/01/2015	0.10	560.00	56.00	Administration	Deposits reconciling requests LM funds with BUR
Renee Lobb	Director	15/01/2015	0.30	510.00	153.00	Trade-On	Query to Patrick re set up of database
John Park	Sr Managing Dir	15/01/2015	0.10	600.00	60.00	Administration	Explains to adviser reasoning behind why investors aren't creditors and do not receive creditor reports
Kelly-Anne Trenfield	Sr Managing Dir	15/01/2015	0.20	600.00	120.00	Administration	Email in Russells
Glenn O'Keamey	Senior Director	15/01/2015	0.20	600.00	120.00	Administration	Update to GOK re legal proceedings actions with Russells
Glenn O'Keamey	Senior Director	15/01/2015	0.20	600.00	120.00	Administration	Discuss funds management etc KAT/BUR/RFZ
John Park	Sr Managing Dir	16/01/2015	0.20	600.00	120.00	Administration	Discussion ash tpiacy regarding allocation of various costs/fund invoices etc; note to BUR regarding instructions to allocate invoices to funds

Name	Role	Date	Hours	Rate	Total	Activity
John Park	Sr. Managing Dir	12/02/2015	0.40	600.00	240.00	Adminstration
Benjamin Robson	Consultant I	12/02/2015	9.50	270.00	135.00	Trade-On
Kelly-Anne Trenfield	Sr. Managing Dir	12/02/2015	0.20	600.00	120.00	Administration
Tanya Kratz	Admin II	13/02/2015	0.10	175.00	17.50	Administration
Benjamin Robson	Consultant I	13/02/2015	0.50	270.00	135.00	Trade-On
Benjamin Robson	Consultant I	13/02/2015	2.00	270.00	540.00	Trade-On
Kelly-Anne Trenfield	Sr. Managing Dir	13/02/2015	0.10	600.00	60.00	Administration
Glenn O'Keamey	Senior Director	13/02/2015	0.90	560.00	280.00	Trade-On
Renee Lobb	Director	16/02/2015	0.20	102.00	102.00	Trade-On
Benjamin Robson	Consultant I	16/02/2015	0.30	270.00	81.00	Creditors
Kelly-Anne Trenfield	Sr. Managing Dir	16/02/2015	0.10	600.00	60.00	Administration
Renee Lobb	Director	17/02/2015	0.10	510.00	51.00	Trade-On
Benjamin Robson	Consultant I	17/02/2015	0.50	270.00	135.00	Trade-On
Benjamin Robson	Consultant I	17/02/2015	0.30	270.00	81.00	Creditors
Brittany Newman	Admin I	17/02/2015	0.40	135.00	54.00	Administration
Kelly-Anne Trenfield	Sr. Managing Dir	17/02/2015	0.20	600.00	120.00	Administration
Glenn O'Keamey	Senior Director	17/02/2015	0.20	560.00	112.00	Trade-On
Glenn O'Keamey	Senior Director	17/02/2015	0.10	560.00	56.00	Trade-On
John Park	Sr. Managing Dir	18/02/2015	0.10	600.00	60.00	Administration
Benjamin Robson	Consultant I	18/02/2015	1.00	270.00	270.00	Trade-On
Glenn O'Keamey	Senior Director	18/02/2015	0.20	560.00	112.00	Trade-On
Renee Lobb	Director	19/02/2015	0.30	510.00	153.00	Administration
Renee Lobb	Director	19/02/2015	0.40	510.00	204.00	Administration
Benjamin Robson	Consultant I	19/02/2015	0.30	270.00	81.00	Trade-On
Benjamin Robson	Consultant I	19/02/2015	0.70	270.00	189.00	Trade-On
Kelly-Anne Trenfield	Sr. Managing Dir	19/02/2015	0.10	600.00	60.00	Creditors
Kelly-Anne Trenfield	Sr. Managing Dir	19/02/2015	0.10	600.00	60.00	Assets
Christine Altavator	Senior Director	19/02/2015	1.00	560.00	560.00	Administration
Ryan Zengstlager	Senior Director	19/02/2015	0.80	560.00	448.00	Trade-On
Renee Lobb	Director	20/02/2015	0.30	510.00	153.00	Administration
Renee Lobb	Director	20/02/2015	0.20	510.00	102.00	Trade-On
Benjamin Robson	Consultant I	20/02/2015	0.30	270.00	81.00	Trade-On
Kelly-Anne Trenfield	Sr. Managing Dir	20/02/2015	0.20	600.00	120.00	Administration
Kelly-Anne Trenfield	Sr. Managing Dir	20/02/2015	0.10	600.00	60.00	Administration
Glenn O'Keamey	Senior Director	20/02/2015	0.50	560.00	280.00	Trade-On
Renee Lobb	Director	23/02/2015	0.20	510.00	102.00	Trade-On
John Park	Sr. Managing Dir	23/02/2015	0.20	600.00	120.00	Administration
Kelly-Anne Trenfield	Sr. Managing Dir	23/02/2015	0.70	600.00	420.00	Administration
Glenn O'Keamey	Senior Director	23/02/2015	0.20	560.00	112.00	Trade-On
Benjamin Robson	Consultant I	24/02/2015	0.90	270.00	81.00	Trade-On
Kelly-Anne Trenfield	Sr. Managing Dir	24/02/2015	0.60	600.00	360.00	Administration
Kelly-Anne Trenfield	Sr. Managing Dir	24/02/2015	0.20	600.00	120.00	Administration
Glenn O'Keamey	Senior Director	24/02/2015	0.20	560.00	112.00	Trade-On
John Park	Sr. Managing Dir	25/02/2015	0.40	600.00	240.00	Administration

Employee Name	Role	Date	Time	Amount	Category	Description
Glenn O'Keamey	Senior Director	10/04/2015	0.10	560.00	Trade-On	Discuss management funds Kelly
Ginette Miller	CONSULTANT	10/04/2015	0.50	600.00	Administration	Application material filed by Russells for May hearing; review and note same
Kelly-Anne Trenfield	Sr Managing Dir	13/04/2015	0.10	600.00	Administration	Review incoming documentation, consider and send to filing
Renee Lobb	Director	14/04/2015	0.10	510.00	Investigations	Seek update from CMA on release reconstitution.
Kelly-Anne Trenfield	Director	15/04/2015	0.20	510.00	Administration	Emails with CMA regarding registry and ability to access database.
Christina Allertor	Senior Director	15/04/2015	0.20	600.00	Administration	Review and update to do list; query outstanding items/Review incoming documentation, consider and send to filing
Christina Allertor	Senior Director	15/04/2015	0.40	560.00	Administration	See MM regarding books and records
Kelly-Anne Trenfield	Sr Managing Dir	16/04/2015	0.30	560.00	Administration	Phone call to David Clout & Associates and Point of Contact to surety IT
Christina Allertor	Senior Director	17/04/2015	0.20	600.00	Administration	RCI re update to website; emails in CMA re status of books and records and update
Christina Allertor	Senior Director	17/04/2015	0.60	580.00	Administration	Phone call in from surety IT and see MM
Meadhu Menon	Sr. Const. I	17/04/2015	0.50	360.00	Administration	Review books and records
Kelly-Anne Trenfield	Sr Managing Dir	17/04/2015	0.20	600.00	Administration	Review CA on what the opinions are with LM data and VM's provided. Spoke to Jon Smith from SuretyIT. Discussed contents of VM, and enquired on quotes to get them hosting it so we can access AX data. Jon advised there are up to 7 servers needed to be running
Renee Lobb	Director	21/04/2015	0.20	510.00	Trade-On	Review and update to do list; query outstanding items/Review incoming documentation, consider and send to filing
James Cook	Associate II	21/04/2015	0.20	270.00	Administration	Emails regarding asset query for PTAAL mortgage releases, find to GOK and REZ.
Christina Allertor	Senior Director	21/04/2015	0.20	500.00	Administration	Attending to payments with BN.
John Park	Sr Managing Dir	22/04/2015	0.10	600.00	Assets	Follow up KR regarding review records for capital distribution
Renee Lobb	Director	22/04/2015	0.30	510.00	Investigations	Review records to assist CV lawyers, provide as much information as possible to establish ownership of issue.
Christina Allertor	Senior Director	22/04/2015	0.30	560.00	Administration	Update from MM re dispute from surety IT
John Park	Sr Managing Dir	23/04/2015	0.30	600.00	Administration	Emails in Russells; Discussion with Ashley Tripiady
Christina Allertor	Senior Director	24/04/2015	0.30	560.00	Administration	RFZ review request
Carly Drew	Admin II	24/04/2015	0.10	175.00	Administration	Scanned and emailed document signed by JRP to Stephen Williamson of Russells
Renee Lobb	Director	27/04/2015	0.10	510.00	Trade-On	Review email; request requesting investor to identify fund in order to deal with query.
Kelly-Anne Trenfield	Sr Managing Dir	27/04/2015	0.20	600.00	Administration	Review and update to do list; query outstanding items; Review incoming documentation, consider and send to filing
Kelly-Anne Trenfield	Sr Managing Dir	27/04/2015	0.30	600.00	Administration	Mail in from query to get documents in re BAR application; responses from gatekeepers
Christina Allertor	Senior Director	28/04/2015	0.40	560.00	Administration	Review and sign consultancy agreement with Katoe.
Damian Bender	Sr Managing Dir	28/04/2015	1.00	600.00	Administration	Email out to KAT regarding update and querying level of hosting required; further email in from MM and issue query regarding licensing to KAT
Damian Bender	Sr Managing Dir	28/04/2015	2.00	600.00	Administration	General fund administration
Kelly-Anne Trenfield	Sr Managing Dir	28/04/2015	0.40	600.00	Administration	Review and update to do list; query outstanding items/Review incoming documentation, consider and send to filing/CMA re access to BAR; review position re access/info needed
Christina Allertor	Senior Director	30/04/2015	0.10	560.00	Administration	See MM regarding books and records query from surety IT - licensing issues and hosting of emails
Kelly-Anne Trenfield	Sr Managing Dir	30/04/2015	0.20	600.00	Administration	Update Jon Ashley, Tripiady re audit hearing
Renee Lobb	Director	04/05/2015	0.10	510.00	Administration	Upload to website BN receiver update.
Benjamin Robson	Consultant I	04/05/2015	1.00	300.00	Trade-On	Reconciliation of Consultant's fee register; update with new invoices across all funds; save invoices to H and hard copy
Kelly-Anne Trenfield	Sr Managing Dir	04/05/2015	0.10	600.00	Administration	Review email in from Russells; draft responses to Stephen Russell re outstanding costs
Christina Allertor	Senior Director	04/05/2015	0.20	560.00	Administration	Review detailed quote from Surety IT and issue meeting request to KAT
Glenn O'Keamey	Senior Director	04/05/2015	0.10	560.00	Administration	Discuss status of op cost invoices and fund payments.
Benjamin Robson	Consultant I	05/05/2015	0.30	300.00	Trade-On	Transaction statements for fund accounts received and reviewed; issue to AGT
Kelly-Anne Trenfield	Sr Managing Dir	05/05/2015	0.10	600.00	Administration	Review and update to do list; query outstanding items; Review incoming documentation, consider and send to filing
Christina Allertor	Senior Director	05/05/2015	0.20	560.00	Administration	Call in from GOK to discuss outstanding issues
Kelly-Anne Trenfield	Sr Managing Dir	05/05/2015	0.10	600.00	Administration	Meeting with KAT regarding quote from surety IT and instruction from KAT to discuss with BUR/RCC and REZ.
Benjamin Robson	Consultant I	06/05/2015	0.30	300.00	Creditors	Payment of storage invoice and update to registers
Caroline Halcock	Admin II	06/05/2015	0.10	175.00	Administration	MYOB processing of PV and printing of cheque x 1 - chq 22 Dept of Justice & Attorney General - \$1690.65 - CD
Kelly-Anne Trenfield	Sr Managing Dir	06/05/2015	0.20	600.00	Administration	Emails in re application and funding review incoming documentation, consider and send to filing/Review and update to do list; query outstanding items
Kelly-Anne Trenfield	Sr Managing Dir	06/05/2015	0.10	600.00	Administration	Emails in re meeting status
John Park	Sr Managing Dir	07/05/2015	0.30	600.00	Administration	Review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque

Kelly-Anne Trenfield	Sr Managing Dir	17/06/2015	0.30	600.00	160.00	Administration	Review incoming documentation, consider and send to fillip data with GOK re funds and file handover
Glenn O'Keamey	Senior Director	17/06/2015	0.10	560.00	56.00	Trade-On	Discussions with Kelly regarding RE allocation legal methods.
Christine Alterator	Senior Director	17/06/2015	0.10	600.00	59.00	Administration	review email in and issue to RFZ and KAT
Christine Alterator	Senior Director	17/06/2015	0.20	560.00	112.00	Administration	PC with Steph re LM
Benjamin Robson	Consultant I	18/06/2015	0.30	300.00	90.00	Trade-On	Update funds payable register, and LM payment schedule
Bridney Newman	Admin I	18/06/2015	0.10	135.00	13.50	Administration	Mail in from ATO - Correspondence re outstanding judgements for various funds
Glenn O'Keamey	Senior Director	18/06/2015	0.30	560.00	168.00	Trade-On	Discussions RFZ regarding allocations funds basis, brief updates, review draft letter to funds regarding records recover per ctt cando trust app.
Victoria Liddell	Consultant I	19/06/2015	0.20	300.00	60.00	Administration	Discuss Director's lawyers coming to review records and Company database with CMA.
Kelly-Anne Trenfield	Sr Managing Dir	19/06/2015	0.10	600.00	60.00	Administration	RFZ re dealings with custodians
Christine Alterator	Senior Director	19/06/2015	0.40	560.00	224.00	Administration	company get up and deal with lawyers; set up point
Glenn O'Keamey	Senior Director	19/06/2015	0.10	560.00	56.00	Trade-On	Review and sign off payment website.
Benjamin Robson	Consultant I	22/06/2015	0.30	300.00	90.00	Creditors	Approval of payment vouchers as requested by CH
Victoria Liddell	Consultant I	23/06/2015	0.30	300.00	90.00	Administration	Meet with Asleigh Packer re inspection of LM records. Discuss records and what is possible/not possible with same. Call in from Stephanie from Russells re: review of LM Server. Discuss with CMA.
John Park	Sr Managing Dir	23/06/2015	1.50	600.00	600.00	Administration	File Review meeting with Russells.
Kelly-Anne Trenfield	Sr Managing Dir	23/06/2015	1.00	600.00	600.00	Administration	meeting with Russells to discuss ongoing legal matters
Kelly-Anne Trenfield	Sr Managing Dir	23/06/2015	0.60	600.00	360.00	Administration	emails regarding re meeting with Russells re legal issues/review outstanding legal matters and prepare agenda re meeting with Russells
Renee Lobb	Director	24/06/2015	0.10	510.00	51.00	Administration	Follow up BUR on payment of website invoice.
John Park	Sr Managing Dir	24/06/2015	0.10	600.00	60.00	Administration	Email in RFZ with update.
Kelly-Anne Trenfield	Sr Managing Dir	25/06/2015	0.20	600.00	120.00	Administration	arrangements re regular meeting to discuss path and strategy/allocation of tasks
Renee Lobb	Director	25/06/2015	0.20	510.00	102.00	Trade-On	Review email from adviser regarding likely returns. Advise to clarify which fund to enable correct response.
Kelly-Anne Trenfield	Sr Managing Dir	25/06/2015	0.10	600.00	60.00	Administration	Review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque
Glenn O'Keamey	Senior Director	25/06/2015	0.10	560.00	56.00	Trade-On	Correspondence Kelly/BUR regarding LM fund management.
Christine Alterator	Senior Director	25/06/2015	0.10	600.00	56.00	Administration	respond to email from RCL and quick update with KAT re various emails in from Russells
Cathy Drew	Admin II	25/06/2015	0.20	175.00	35.00	Administration	Prepared Final Letter, scanned, saved and issued via email. No post so issued to RFZ for filing.
Madhu Menon	Sr. Consult I	29/06/2015	0.30	360.00	108.00	Administration	(Work done 23rd June / last week/assist with setting up AWS, and a guest user laptop. Create guest access and enable. Set up laptop on network for access by external party
Renee Lobb	Director	29/06/2015	0.10	510.00	51.00	Administration	Review email from create a website regarding unpaid invoice, confirm with NUR to raise regarding payment and advise them already paid.
Christine Alterator	Senior Director	29/06/2015	0.10	560.00	56.00	Administration	Return PC to Clayton Ltd
Benjamin Robson	Consultant I	30/06/2015	0.50	300.00	150.00	Creditors	Follow up with CH various payments - Clayton Ltd and create a Webster
Glenn O'Keamey	Senior Director	30/06/2015	0.20	560.00	112.00	Trade-On	Discuss ongoing management of funds BUR/KAT.

Glenn O'Keamey	Senior Director	15/09/2015	1.00	560.00	560.00	Trade-On	Review PI form for insurance renewal, prelin collation of information for forms, indemnity claims against funds/review MYOB transactions etc. review and sign off on fund expenses.
Benjamin Robson	Consultant I	15/09/2015	0.30	300.00	90.00	Trade-On	Respond to investor advisor, enquiry from Deanna Zulk regarding Account 100264874; Correspondence with Steve Hannan regarding same
John Park	Sr Managing Dir	16/09/2015	0.20	600.00	120.00	Administration	Emails in Stephen Russel
Benjamin Robson	Consultant I	16/09/2015	0.30	300.00	90.00	Trade-On	Correspondence with WMS regarding ability to provide GST receipts for P&F
Caroline Hancock	Admin II	16/09/2015	0.20	175.00	35.00	Administration	Py & transfer - Nicand Pty Ltd - \$4215.76; scan and email to BUR for checking and approval - BUR
Ginetta Muller	Sr Managing Dir	16/09/2015	0.40	600.00	240.00	Administration	External correspondence received by the appointee in relation to the administration; check the nature of the enquiry and direct the correspondence to the most appropriate staff member for further action. CCS at Perpetual Custody reports.
Benjamin Robson	Consultant I	16/09/2015	0.20	300.00	60.00	Trade-On	Respond to investor Graigam Welch
Kelly-Anne Trenfield	Sr Managing Dir	17/09/2015	0.20	600.00	120.00	Administration	Review and update to do list; query outstanding items/Review incoming documentation, consider and send to filing/review core re filing claim, draft response to Leahy
Julie Ross	Admin II	18/09/2015	0.60	175.00	140.00	Administration	3x CBA EFT payments to Russells Law for \$91350.00, Nicand for 4215.75 and Clayton Utz for 8473.20
Kelly-Anne Trenfield	Sr Managing Dir	18/09/2015	0.30	600.00	180.00	Administration	Email form and response to share (subject re cost) filing/review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque; online authorisation
Glenn O'Keamey	Senior Director	18/09/2015	2.00	900.00	1,200.00	Trade-On	Review and prepare PI proposal forms for renewal of insurance.
Benjamin Robson	Consultant I	18/09/2015	0.30	300.00	90.00	Trade-On	Investor enquiry - Deanna Zulk
Benjamin Robson	Consultant I	21/09/2015	0.50	300.00	150.00	Trade-On	Escalate and send to Glenn O'Keamey. Op cost folios for amounts invoiced for period 01/07/14 to 30/06/15
Glenn O'Keamey	Senior Director	21/09/2015	0.20	560.00	112.00	Trade-On	Discuss op cost funding/reimbursements with BUR
Kelly-Anne Trenfield	Sr Managing Dir	22/09/2015	0.20	600.00	120.00	Administration	Review incoming documentation, consider and send to filing/review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque, online transaction
Kelly-Anne Trenfield	Sr Managing Dir	22/09/2015	0.10	600.00	60.00	Administration	GOK update re audit
Glenn O'Keamey	Senior Director	22/09/2015	2.00	900.00	1,120.00	Trade-On	Discussions with Arthur Gallagher regarding insurance matters, further work on PI proposal forms, prepare annexure and issue form in draft with annexure's to A.G.
Kelly-Anne Trenfield	Sr Managing Dir	23/09/2015	0.20	600.00	120.00	Administration	Review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque; online authorisation
Kelly-Anne Trenfield	Sr Managing Dir	24/09/2015	0.10	600.00	60.00	Administration	Email form and response to CBA re fund distributions
Kelly-Anne Trenfield	Sr Managing Dir	25/09/2015	0.10	600.00	60.00	Administration	Review and approve payment of outstanding administration liabilities including review of supporting documentation and signing of transfer or cheque, online authorisation
Kelly-Anne Trenfield	Sr Managing Dir	25/09/2015	0.50	600.00	300.00	Administration	Meeting with Ashley Thiboy to discuss costs/legal matters
Kelly-Anne Trenfield	Sr Managing Dir	25/09/2015	0.40	600.00	60.00	Administration	Review incoming documentation, escalate and send to filing
Carly Drew	Admin II	28/09/2015	0.10	175.00	17.50	Administration	Scanned and emailed payment approvals to BUR
Kelly-Anne Trenfield	Sr Managing Dir	29/09/2015	0.20	600.00	120.00	Administration	Review and update to do list; query outstanding items/Review incoming documentation, consider and send to filing
Julie Ross	Admin II	30/09/2015	0.60	175.00	105.00	Administration	Set up EFT payment for \$650 to Armstrong Registry Services, email payment and transaction to Ben for review, finalise for signature.
Kelly-Anne Trenfield	Sr Managing Dir	30/09/2015	0.40	600.00	240.00	Administration	GOK LM update re funds dispute including accounts and audit